

Emergency Contact and Medical Information

Date:

Student's Name (First, Middle, Last)	Date of Birth / Social Security Number	M	F
		Sex	
Student Cell #	Preferred Parent E-mail:		
Parent's/Guardian's Name	Parent's/Guardian's Name		
()	()	()	()
Home Phone	Cell Phone	Home Phone	Cell Phone
Address		Address	
City, ST	ZIP Code	City, ST	ZIP Code

Alternative Emergency Contacts

Primary Emergency Contact / Relationship	Secondary Emergency Contact / Relationship
()	()
Home Phone	Home Phone
Cell Phone	Cell Phone
Address	
City, ST	ZIP Code
City, ST	ZIP Code

Medical Information

Physician Name & Phone Number	
Hospital/Clinic Affiliation	
If your child is currently taking any medication please list below:	Allergies/ Food Allergies or Special Health Considerations?

In an event of an emergency, please take my child to the nearest hospital. I understand I will be notified immediately.

Parent's/Guardian's Signature	Date
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If there is any other additional information we need to know please write below:

INFORMATION BELOW IS FOR ADMINISTRATIVE PURPOSES ONLY:

Start Date:

Home School/Home District:



Dear Parents and Guardians,

I hope this letter finds you and your family well. We greatly appreciate your continued support in ensuring a conducive learning environment at Hopewell Academy. As we strive for academic success, we recognize the importance of minimizing distractions and maintaining focus during school hours.

To this end, we have implemented a cell phone policy aimed at creating an environment that maximizes learning opportunities and reduces unnecessary disruptions. We believe that this policy will help students engage more effectively in their studies, as well as foster a sense of respect and responsibility towards their education.

Cell phone usage policy is as follows:

Cell Phone Usage Restriction:

- During Academic Subjects and Physical Education classes.
- During PBIS Presentations, Assemblies, and Presentations by Guest Speakers.
- At internships.
- In the halls or bathrooms.

Designated Cell Phone Usage Times:

- Homeroom (9:00-9:15)
- Lunch (11:30-12:00)
- Homeroom (2:15-2:30)

In order to maintain a focused and productive learning environment, students will be given 3 opportunities to put their phones away during restricted periods. On the fourth attempt, if a student has not complied, an administrator will be required to confiscate the phone for the remainder of the school day.

Please take a moment to review the policy with your child and sign and return this form. By working together, we aim to provide the best possible educational experience for all our students. We appreciate your commitment to Hopewell Academy and your dedication to the success of our learning community.

☐ I have read and understood the Hopewell Academy Cell Phone Policy. I agree to abide by the rules and regulations outlined in this policy.

Student's Name: _____ Student's Signature: _____

Parent Signature: _____ Date: _____



Dear Parents/Guardians,

The Hopewell School program consists of a great deal of community-based instruction. Therefore, throughout the 2024-2025 school year, including our extended school year session (summer school), your child will be going out into the community for various areas of coursework (including, but not limited to: public libraries, grocery/department stores, restaurants, public parks/park districts, various employment opportunities and the Nowell Park Recreation Center). The students are transported by school vans and supervised by Hopewell staff. This form grants permission for your student to receive transportation for the regular school year and our extended school year program.

Please sign and complete the permission slip below and return it with your child to his/her school. If you have any questions, please feel free to contact the school at (331) 260-0367.

Thank you for all your continuing support in your student's educational success.

I give permission for _____ to be transported by the school van into the community for academic instruction.

X _____
Parent/Guardian Signature Date

Dear, Parents/Guardians:

Welcome to another year at Hopewell & Bridgepoint Academies. Our lunch program continues to improve and expand. All of our lunches are prepared at our Culinary Arts Center by licensed staff with a focus on providing nutritious but affordable lunches. We also have Hopewell students who work at the Center that gain valuable work experience by helping to prepare lunches on a daily basis.

The cost of each lunch is \$2.50 and includes a bottle of water. Your child will be given a lunch calendar each month. Please select which days they will be receiving lunch and return the calendar with payment. We accept checks made payable to Hopewell School, cash or you can easily make a payment on our website at www.hopewellschools.com. **We will no longer be issuing credits for lunches on a monthly basis.** We will rollover days absent into the next month, and provide lunch for your child on those days. You will be notified each month when the menu calendars are sent out. If your child is no longer enrolled, they will be compensated for any unused funds.

Students who are eligible for free lunches will be verified in the State system. **As a reminder, you must re-register your child at his/her home school and renew a free lunch application prior to our first day at Hopewell.** If a student has not been made eligible through their district and cannot be verified in the state system, they will not be issued a free lunch. If you have any questions or concerns about the lunch program, please contact your child's Principal.

If your student has any **dietary restrictions** that need to be addressed, please contact Ashley Lenz at alenz@hopewellschools.com.

We will not allow students to warm up food that is brought in from home or request any type of meal service delivery. If a student would like to bring in lunch from home, they are more than welcome to. These lunches must remain in their backpack until it is their scheduled time to eat. Please accommodate these lunches with proper insulation for a cold/hot lunch.

Thank you,

Chad Kollross
Director
Hopewell & Bridgepoint Academies

Jedd Sperling
Kitchen Director
Hopewell & Bridgepoint Academies



Photo Release

Dear Parent/ Guardian,

This letter is to request permission for the release of your student's photo to the public. As part of community outreach for Hopewell Academy we would like to produce publications with photos of students in the learning environment. By signing this release your student's photo can be published on materials such as newsletters, brochures, press releases or any other publications with the intent of positive promotion for the students and Hopewell Academy. These photos are not to be used for any negative purposes or for the incrimination of any students.

Please complete and sign this form and have it returned to your student's teacher.

I give consent for the release of photos of my son/daughter, _____ to Hopewell Academy.

I do not give consent for the release of photos of my son/daughter, _____ to Hopewell Academy.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(If student is under 18)

Hopewell/Bridgepoint Academy
Acceptable Use Policy for Student Issued Devices

Overview:

The school is providing you with a technology laptop device (hereafter referred to as equipment) to support your learning and empower you to be successful. It is being provided specifically to you and you are not permitted to let anyone else use this equipment. The use of this equipment is a very important part of your education experience and failure to follow the guidelines below and instructions in class can significantly influence this experience.

Students of parents/guardians who have signed the Acceptable Use Policy for Students Issued Devices and who have signed a device agreement and have the permission of the staff, will be allowed to take the device home while enrolled during the school year. A pattern of careless behavior will have consequences and parent/guardian(s) or staff may rescind this privilege at any time.

Guidelines:

Please initial each guideline, sign and date the acceptance below for the privilege of using this equipment.

Initial

 1. The equipment is to be used for school-related purposes only.

The equipment is not to be used for any unlawful or inappropriate activity, commercial endeavors or any purpose contrary to the schools educational mission, or the Board of Education's policies. The equipment is not to be used by anyone other than the student it is issued to. The student will have/bring a fully charged device to school every school day. The student will use or not use the device in class as directed by the teacher, and will not ever use the device in restrooms or kitchen areas.

 2. The equipment is owned and searchable by the school.

The school reserves the right to broadly access, monitor, search, review, track, and store any data, communication, or information that is processed on school issued equipment. Any unlawful use will be reported to the police and the school will take any and all appropriate actions, including disciplinary action, if a violation is found. Any data files of any kind stored on the equipment may or may not be returned to the student when the equipment is surrendered.

 3. Only licensed software may be installed under teacher direction onto school equipment.

Students are not authorized to install or uninstall software on the equipment unless instructed to do so by a staff member. Equipment setting should remain the same unless instructed to be changed by a staff member. At any time, it may be necessary to reimage the equipment to the current standard, files may be lost and any installed software or configuration settings will need to be reapplied by the student.

 4. The equipment must be surrendered immediately upon request by school staff.

The equipment must be maintained and in good working condition when returned. The student may have to return the equipment for any reason, with or without prior notice.

_____ 5. The school will troubleshoot supplied equipment problems related to usage at school facilities.

In addition, the school will not support problems that arise when attempting to connect personal devices such as a personal digital camera. The equipment is not to be serviced by any outside party; all service needs must be performed by, or arranged through the schools technology department.

_____ 6. The student is responsible for the safe handling and care of equipment.

Students accept the responsibility of providing reasonable measures of care and protection for equipment. In addition, they will not attempt to repair the equipment or circumvent the security mechanisms of the equipment. Damaged equipment needs to be returned for evaluation and repair. Damage due to negligence or misuse could result in service, repair and/or replacement charges that could be assessed according to the current rates. The student will not personalize the equipment surfaces. All students were provided a cushioned, protective case for their device.

The student will transport the equipment safely including in the classroom, between classes, and outside of school. When on campus and not in use it will be secured in the cases provided. The equipment will not be swung or flung including when in the cases. When moving about a room and the device is closed use the handle on the equipment, or if the device is open use both hands to carry the equipment safely. The equipment must remain in your possession at all times when on school property.

_____ 7. Student responsibilities regarding lost or stolen equipment.

As soon as a student is unable to locate the equipment it is considered lost or stolen and must be reported to a special education staff member, special education administrator, or Director of Student Services, immediately if at school or upon return to school. If you suspect it has been stolen while you are not at school you must report it immediately to the police and a copy of the police report must be provided upon return to school.

Technology Acceptable Use

☐

Please check the box to indicate you have reviewed and agree to the Technology Acceptable Use Policy found in the Planner and online at www.hopewellschools.com

Student/Parent Laptop Agreement Hopewell Joliet/Bridgepoint

The Agreement can be found at www.hopewellschools.com. Paper copies are available from the Student Services Office. Please review the Agreement, which includes the schools Policies and Procedures regarding laptops. All Policies and Procedures are subject to change.

☐

Please check the box to indicate that you have reviewed and agree to the Student/Parent Laptop Agreement.

Parent/Guardian Signature: _____ Date: _____

RESTITUTION

The user agrees to make compensation to Hopewell/Bridgepoint Academy for any losses, costs, or damages, including reasonable attorney fees incurred by the school relating to, or arising out of any breach of this policy and/or procedures. The user will also be responsible for any unauthorized charges or fees, including telephone charges, long-distance charges, per minute surcharges, fines for breach of license, and/or equipment or line costs.

DISCIPLINARY ACTION

Individuals who violate this policy may be subject to one or all of the following consequences.

1. Reimbursement to the school by the offender for costs incurred by the school to return the laptop equipment, programs, files, telecommunication network and room environment to full operating condition.
2. Access to Network resources may be limited, suspended, or revoked (without notice to user).
3. May range from detention to external suspension.
4. Recommendation for an expulsion hearing.
5. Notification to the appropriate law enforcement agency.

Technology Acceptable Use Policy

Hopewell/Bridgepoint provides technology use as a tool to enhance classroom teaching and learning. Access to the computer Network and the Internet offers valuable, diverse, and unique resources to users. The appropriate use of technology promotes education excellence by facilitating resource sharing, innovation, and communication.

CURRICULUM

It is the mission of Hopewell/Bridgepoint educational community to provide a curriculum for its student, which is dynamic, engaging, and sensitive to the continually changing needs of a global society. To that end, Hopewell/Bridgepoint educational community is committed to providing the necessary technological tools and instruction which will maximize each user's ability to acquire, retrieve, construct, and present information. The use of the Google Classroom Internet resources shall be consistent with the curriculum objectives adopted by the school as well as the varied instructional needs, learning styles, abilities, and developmental levels of its students.

MONITORING OF USER ACCOUNTS

Hopewell/Bridgepoint intends to monitor use of its Network including, but not limited to, e-mail, Internet access, downloaded materials, storage media, printing, and other general activity. Accordingly, School staff may review files and messages created or viewed by users at any time. Although staff members will monitor and promote proper use of the Google Classroom format, it is the responsibility of each person to use the Google Classroom format in a responsible and appropriate manner and the

school specifically disclaims liability for any harm caused by misuse of the Google Classroom learning format or from any materials or information obtained from the Internet.

ACCEPTABLE USE

The purpose of using computer technology is to support research and education that promotes the values and objectives of this community of learners. All use of the Network must be consistent with the purpose and in accordance with this policy. Authorization for internet access is a privilege that requires each user to adhere to the responsibility of acceptable use. This Policy does not attempt to state all required and prescribed behavior by users, however, some examples are provided.

1. **Acceptable Use:** Access and use of the schools computers must be in accordance with the mission Hopewell/Bridgepoint Academies and promote the purpose of education or research. The school system may not be used for any unlawful activity or for any commercial activities. The following general guidelines are noted. Acceptable Use Guidelines:
 - a. Be responsible for hardware and software equipment (i.e notify your teacher of any change in the condition of equipment).
 - b. All communication must be respectful of others.
 - c. For your safety, do not reveal any personal information about yourself or others.
 - d. At all times you are expected to be polite and considerate.
2. **Network Etiquette:** You are expected to abide by the general rules of decency; which include, but are not limited to the following:
 - a. Avoid using offensive, provocative or vulgar language.
 - b. Do not misrepresent yourself or others on the Network.
 - c. Recognize that electronic mail and other correspondence is not necessarily private. And, remember that school staff may review and access your messages at any time.
 - d. Never engage in any illegal activities.
3. **Users are not to engage in any form of:**
 - a. "Hacking" (unauthorized probing) and/or "Cracking" (making unauthorized changes); bypassing the Internet filtering proxy, using proxy avoidance sites.
 - b. Downloading of copyrighted material or making unauthorized copies of software found on school computers or otherwise violating any license agreement; accessing inappropriate or unauthorized areas.
 - c. Wasting physical and/or electronic resources.
 - d. Sending anonymous messages.
 - e. Introducing a "virus" to the system.
 - f. Using the school technology for personal (financial) gain.
 - g. Transmitting or accessing any obscene, lewd, lascivious or pornographic material.

4. Access to Network resource: Each person is given an individual User ID and password to logon to the school Network resource:
 - a. DO NOT share your school user ID or password to others.
 - b. Do not use your school user ID and password to gain access to unauthorized school resources.
 - c. Never use another person's user ID and password at any time.
 - d. If you are unable to access resources with your school user ID and password please ask a staff member for help.

5. Network data drives: Users will be given a Network drive to save and store school classroom related work only:
 - a. DO NOT share your data with other users.
 - b. Network storage should contain school related material only.
 - c. Network storage should not contain illegal or copyrighted material.

UNACCEPTABLE USE

You, the user of school resources, are expected to be responsible for your actions. Misuse of the equipment or the Network will result in consequences that may include denial of user privilege, suspension or even expulsion from school, and restitution. In a situation where a negligent act has caused a loss to the school, the perpetrator will be expected to make restitution for the damages or be responsible for reimbursing the school as a result of the unauthorized use or misuse. When in doubt about any particular action, the user is expected to ask the teacher for advice.

Computer and Internet/Network users are expected to follow the direction of their instructor and conform to the educational purpose of the technological equipment. Inappropriate conduct will be referred to the dean of students of the administration for assessment and possible disciplinary action. The system administrator, in conjunction with the administration may investigate incidences of unacceptable use. Users will be held accountable for their misuse of the system and equipment.

NO WARRANTIES

Hopewell/Bridgepoint Academies makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages users may suffer. These damages include loss of data resulting from delays, non-deliveries, missed-deliveries, service interruptions or errors and/or omissions caused by the negligence of the user. Use of any information obtained via the Internet/Network is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained by Internet/Network users.

TECHNOLOGY

OFFENSE	DISCIPLINARY ACTION
<p>Violation of Acceptable Use Policy</p> <ul style="list-style-type: none">• Creating an intimidating, hostile, or offensive educational/social environment;• Depriving a student of educational aid, benefits, services or treatment.	<p>The disciplinary action may range from detention to Recommendation for Expulsion depending on the seriousness of the offense.</p>



AUTHORIZATION FOR RELEASE OF INFORMATION

I authorize

(Name)

(Address)

(Phone Number)

To release the following information:

Regarding:

(Student)

(Address)

(Phone Number)

This information should be sent to:

Hopewell/Bridgepoint Academy
1009 S. Briggs Street
Joliet, IL 60433

Parent

Date

Parent

Date

PHYSICAL RESTRAINT POLICIES AND PROCEDURES

Hopewell and Bridgepoint Academies are committed to the regulations set forth by the State of Illinois as it applies to the use of physical restraint of students at publicly funded elementary and secondary schools (23 Il Admin Code, Sub A, Section 1.285).

Hopewell and Bridgepoint Academies does not utilize “timeouts” or “isolated time outs” as defined by 23 Il. Admin. Code 1.285, and therefore has no policy in place regarding its use.

Any behavioral intervention shall be consistent with a student's rights to be treated with dignity and respect and to be free from abuse. Any behavioral intervention used shall be consistent with the student's most current individualized education program (IEP) and with the student's behavioral intervention plan (BIP), if applicable.

Efforts shall be made to eliminate or minimize the need for the use of restraint with a student, including the use of prevention, positive behavior intervention and support, and conflict de-escalation prior to the use of restraint, except in the case of an emergency.

Restraint shall be used only: 1) as a last resort safety procedure; and 2) when there is an imminent risk of injury to the student, other students, school employees, or visitors to the school.

Restraint shall be used only for a short period of time or until the imminent risk of injury has passed.

Pursuant to state law, the use of physical restraint is only utilized for therapeutic reasons and is subject to the following requirements:

1. The student's behavior presents an imminent danger of serious physical harm to the student or to others;
2. Other less restrictive and intrusive measures have been tried and have proven to be ineffective in stopping the imminent danger of serious physical harm;
3. There are no known medical contraindications to its use on the student;
4. The staff members applying the restraint have been trained in its safe application as established by rule by the State Board of Education.
5. Bans physical restraint that could impair a student's ability to breathe or speak normally.

Students will not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others. A verbal threat without a means to carry out the threat does not constitute a physical danger.

MECHANICAL OR CHEMICAL RESTRAINTS WILL NOT BE USED AT ANY TIME.

Any application of physical restraint will take into consideration the safety and security of the student as well as the student's need for privacy, and the educational and emotional well being of

other students in the vicinity. A student will be released from physical restraint immediately upon a determination by the staff member administering the restraint that the student is no longer in imminent danger of causing physical harm to himself, herself, or others.

Definitions:

1. "Physical restraint" means holding a student or otherwise restricting his or her movements. "Physical restraint" as permitted under state law includes only the use of specific, planned techniques.
2. "Physical restraint" or "restraint" does not include momentary periods of physical restriction by direct person to person contact, without the aid of material or mechanical devices, that are accomplished with limited force and that are designed to prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property.

STAFF TRAINING

All administrators, teachers, therapists, and other staff members receive annual CPI restraint training and de-escalation techniques regarding this policy. Training will include the use of interventions to de-escalate problem behavior in order to avoid the use of restraints, the types of restraints and related safety issue for each, and employing physical restraint in accordance with known medical or psychological limitations and/or behavior intervention plans for each student.

Intensive training will include:

1. Appropriate procedures for preventing the need for physical restraint, de-escalation of problem behaviors, relationship building, and the use of alternatives to restraints;
2. Description and identification of dangerous behaviors by a student which may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations to determine whether restraint is warranted;
3. Simulated experiences in administering and receiving physical restraint, instruction regarding the effects upon the person restrained, including the monitoring of physical signs of distress, and obtaining medical assistance;
4. Instruction regarding documentation and requirements and the investigation of injuries and complaints, and;
5. Demonstrations by participants showing that they are proficient in administering physical restraint.

All staff members will review any individual behavior intervention plans pertaining to special techniques to be used with identified students.

REPORTING REQUIREMENTS

1. A staff member who administers the restraint will verbally inform the educational director or designee as soon as practical that day and will complete the Illinois State Board of Education Physical Restraint Form no later than the end of the school day.
2. The documentation provided to the Illinois State Board of Education shall include the events leading up to the incident, what alternative measures that are less restrictive and intrusive were used prior to the use of physical restraint, why those measures were ineffective or deemed inappropriate, the type of restraint that was used, the length of time the student was restrained, and the staff involved.
3. The completed ISBE Restraint Form will be provided to the parent/guardian within 24 hours of the restraint.
4. The completed restraint form will be provided to the Illinois State Board of Education within 48 hours of the physical restraint via email to restrainttimeout@isbe.net.

If an episode of physical restraint beyond exceeds 15 minutes or if repeated episodes occur during any three-hour time period, a certified staff person knowledgeable about the use of physical restraint must evaluate the situation.

1. The evaluation will consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of the restroom, or adjustment in position, and the need for alternative strategies (assistance by police or fire department EMT).
2. The evaluation will also consider whether or not the restraint was able to be safely continued.
3. The results of the evaluation will be committed to writing and copies of this documentation will be placed in the student's temporary student file and sent to the local school district official.

MEETING REQUIREMENTS

1. Following each incident of physical restraint, but no later than 2 school days after the incident, the principal or another designated administrator shall notify the student's parent or guardian that he or she may request a meeting with appropriate school personnel to discuss the incident. This meeting shall be held separate and apart from meetings held in accordance with the student's individualized education program or from meetings held in accordance with the student's plan for services under Section 504 of the federal Rehabilitation Act of 1973.
2. If a parent or guardian requests a meeting, the meeting shall be convened within 2 school days after the request, provided that the 2-school day limitation shall be extended if requested by the parent or guardian. The parent or guardian may also request that the meeting be convened via telephone or videoconference.
3. The meeting shall include the student, if appropriate, at least one school staff member involved in the incident of physical restraint, the student's parent or

guardian, and at least one appropriate school staff member not involved in the incident of physical restraint, such as a social worker, psychologist, nurse, or behavioral specialist. During the meeting, the school staff member or members involved in the incident, the student, and the student's parent or guardian, if applicable, shall be provided an opportunity to describe:

- a. the events that occurred prior to the incident of physical restraint and any actions that were taken by school personnel or the student leading up to the incident;
 - b. the incident of physical restraint; and
 - c. the events that occurred or the actions that were taken following the incident of physical restraint and whether the student returned to regular school activities and, if not, how the student spent the remainder of the school day. All parties present at the meeting shall have the opportunity to discuss what school personnel could have done differently to avoid the incident and what alternative courses of action, if any, the school can take to support the student and to avoid the future use of physical restraint. At no point may a student be excluded from school solely because a meeting has not occurred.
4. A summary of the meeting and any agreements or conclusions reached during the meeting shall be documented in writing and shall become part of the student's school record. A copy of the documents shall be provided to the student's parent or guardian. If a parent or guardian does not request a meeting within 10 school days after the school has provided the documents to the parent or guardian or if a parent or guardian fails to attend a requested meeting, that fact shall be documented as part of the student's school record.

Updated and Approved October 4, 2021