



2021-2022 Student Handbook

SEAPCO ACADEMY STUDENT HANDBOOK

(Please review the [SEAPCO Back to School Plan 2021-2022](#) for information related to Covid-19)

This handbook has been prepared to serve as a resource guide of the policies and procedures at the SEAPCO ACADEMY. SEAPCO reserves the right to make changes to this handbook at any time. Please refer to your district handbook for information on policies or procedures not addressed in this document.

BUILDING INFORMATION

ADDRESS: SEAPCO Academy
4812 W. Pfeiffer Road
Bartonville, IL 61607

CALL: 309-634-2209
TEXT: 309-306-1413

SCHOOL HOURS:

| | | | |
|---------------|-------------|------------------|-------------|
| Staff Hours: | 7:45 – 3:15 | Student Hours: | 8:30 – 2:30 |
| Office Hours: | 7:45 – 3:45 | Breakfast Hours: | 8:15 – 8:30 |

Students are not permitted to enter the building prior to 8:15 daily. They are not to be left unsupervised by a parent/guardian/bus before 8:15.

VISITORS:

1. Any person not a student or employee of Seapco Academy or parent/guardian of an enrolled student must secure a Visitor's Pass from the secretary located at the main entrance.
2. Visits by friends or relatives of students from other schools are not allowed during the school day.
3. A driver's license or similar type I.D. will be required at the main entrance to enter the building.

ADMINISTRATION AND SCHOOL SERVICES

Principal: Brooke Mair 309-634-2209 x 211
Dean of Students: Becky Howard 309-634-2209 x 264
Secretary: Debbie Pleasant 309-634-2209
Social Worker: Gina Dunphy 309-634-2209 x 241
Food Services Director: Becky Howard & Brooke Mair
Director of Maintenance and Operations: Tom O'Dea 309-697-0880

2021-2022

SEAPCO ACADEMY CALENDAR

| August 2021 | | |
|-----------------------|----------------------------|--|
| MONDAY | August 16, 2021 | NO STUDENTS - Full Day Teacher Inservice |
| TUESDAY | August 17, 2021 | NO STUDENTS - Full Day Teacher Inservice |
| WEDNESDAY | August 18, 2021 | SCHOOL BEGINS for students (Full day of school) |
| September 2021 | | |
| FRIDAY | September 3, 2021 | Student Dismissal @11:30/NO LUNCH -Teacher Inservice P.M. (A day) |
| MONDAY | September 6, 2021 | NO SCHOOL - LABOR DAY |
| FRIDAY | September 24, 2021 | NO SCHOOL - Parent Teacher Conferences |
| October 2021 | | |
| MONDAY | October 11, 2021 | NO SCHOOL - INDIGENOUS PEOPLES DAY |
| FRIDAY | October 29, 2021 | Student Dismissal @11:30/NO LUNCH -Teacher Inservice P.M. (B day) |
| November 2021 | | |
| WEDNESDAY-FRIDAY | November 24-26, 2021 | NO SCHOOL - FALL BREAK |
| December 2021 | | |
| MONDAY-FRIDAY | Dec. 20, 2021-Jan. 1, 2022 | NO SCHOOL- WINTER BREAK |
| January 2022 | | |
| MONDAY | January 3, 2022 | NO STUDENTS - Full Day Teacher Inservice |
| TUESDAY | January 4, 2022 | SCHOOL RESUMES FOR STUDENTS-First Day of Second Semester |
| MONDAY | January 17, 2022 | NO SCHOOL - MARTIN LUTHER KING JR. DAY |
| February 2022 | | |
| FRIDAY | February 18, 2022 | Student Dismissal @11:30/NO LUNCH -Teacher Inservice P.M. (A day) |
| MONDAY | February 21, 2022 | NO SCHOOL - PRESIDENTS DAY |
| March 2022 | | |
| FRIDAY | March 18, 2022 | Student Dismissal @11:30/NO LUNCH -Teacher Inservice P.M. (B day) |
| MONDAY-FRIDAY | March 28- April 1, 2022 | NO SCHOOL - SPRING BREAK |
| April 2022 | | |
| FRIDAY | April 15, 2022 | NO SCHOOL - Not in Attendance |
| May 2022 | | |
| MONDAY | May 6, 2022 | Student Dismissal @11:30/NO LUNCH -Teacher Inservice P.M. (A day) |
| THURSDAY | May 12, 2022 | Graduation 2:15 P.M. (tentative) 1:30 student dismissal |
| WEDNESDAY | May 25, 2022 | SCHOOL ENDS for students (Last day of school)** Student Dismissal @11:30/NO LUNCH -Teacher Inservice P.M. (B day) |
| THURSDAY | May 26, 2022 | Make-up SNOW/COLD day IF NEEDED |
| FRIDAY | May 27, 2022 | Make-up SNOW/COLD day IF NEEDED |
| MONDAY | May 30, 2022 | NO SCHOOL -MEMORIAL DAY |
| TUESDAY | May 31, 2022 | Make-up SNOW/COLD day IF NEEDED |
| WEDNESDAY | June 1, 2022 | Make-up SNOW/COLD day IF NEEDED |
| THURSDAY | June 2, 2022 | Make-up SNOW/COLD day IF NEEDED |

PROGRAM OVERVIEW

The SEAPCO Public Day Program (PDP) is provided for students residing in the SEAPCO member districts. Students requiring a smaller setting and/or more intensive behavioral supports may be placed by the IEP team at SEAPCO Academy through an IEP meeting. Students at SEAPCO Academy will have the opportunity to learn to cope with their emotions and to manage their behavioral responses to those emotions in alternative and productive ways with the overall goal of self-control. In addition, students are provided opportunities through restorative justice practices to learn empathy, how their behavior impacts others and how to rebuild trust in relationships.

MISISON

The mission of SEAPCO Academy is to provide a structured environment to address the educational, emotional, and behavioral needs of all students to enable a successful transition.

HOME SCHOOL DISTRICT RESPONSIBILITIES

The home school district is responsible for the following:

- Registering the students including ensuring immunization records are accurate and transcripts are obtained from previous district
- Issuing report cards, official transcripts and graduation diploma
- Providing transportation to and from school for PDP students
- Students will follow the home school's graduation requirements
- All School Fees
- Registering the student for free or reduced lunch if eligible.

FINANCES

Fees: All fees are paid to the student's home school district. A fee waiver may be obtained by completing an application through the student's home district.

Additional Charges:

1. Vandalism: Vandalism (includes school, employee and students' effects and/or property). Damaged property is assessed at replacement cost.
2. ChromeBooks: ChromeBook repairs and/or replacements must be run through SEAPCO.
 - a. Chromebook Fee Schedule:
 - Replacement of the Chromebook \$200
 - Motherboard \$160
 - AC Adapter and Power Cord \$30
 - Battery \$48
 - Protective Case \$30
 - Screen Replacement \$38
 - Screen hinges (L&R pair) \$20
 - Top Cover (A-Side) \$25

- Screen Bezel (B-Side) \$18
- Keyboard (C-side) \$52
- Bottom casing (D-Side) \$20
- Power port \$8
- LCD video cable (motherboard > screen) \$18
- USB Board \$18
- Speakers \$10
- Camera \$20

Meal Service:

We are pleased to inform you that SEAPCO Academy will be implementing an option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for the current school year. What does this mean for you and your child(ren)? All enrolled students enrolled at SEAPCO Academy who participate in the K-12 lunch program are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of this school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

Cost:

| | Lunch | Breakfast |
|-------------------------------|------------|------------|
| Regular | \$3.75 | 2.50 |
| Reduced | .45 | .35 |
| ALL 2021-2022 Students | .00 | .00 |

Students who are ordering hot lunch are NOT permitted to bring in snacks to eat at lunch or during the school day. Only students eating cold lunch can bring in food items in their lunchboxes to eat during lunch hours. Cold lunches are subject to inspection and can be rejected. If a cold lunch is rejected the student will be given an alternative lunch.

To meet the above challenge, the following regulations have been set:

- The Lunch period is closed. This means that all students are to remain in the building during their lunch. Students are required to eat at the school.
- Students are not allowed to leave the building during the lunch periods and must remain in the assigned lunch area. Students who fail to abide by these requirements will be subject to discipline.
- Food will be delivered via a vended meal service provider in a pre-packaged container for each student to reduce the amount of handling required.

TRANSPORTATION

Students are **NOT** allowed to transport themselves via personal car. The home school district will provide transportation for students.

DELIVERIES

The office will not make deliveries to students or be responsible for deliveries i.e. balloons, candy, flowers, stuffed animals, etc. for any reason. Food deliveries from local restaurants are prohibited.

ATTENDANCE

Realizing that a student's attendance record is of utmost importance to the student, the school shall insist that all students attend school regularly and shall enforce and comply with the laws of the School Code of Illinois.

Reporting an Absence (by Parent/Guardian):

1. Dial 309-634-2209 OR Text 309-306-1413 to report an absence or to request a student be dismissed early.
2. Report an absence to the voicemail and inform the secretary of the name and reason for absence.
3. Contact your home school district transportation office and let the bus know you will not need transportation.

Leaving the school:

Students may not leave the campus (for this purpose, campus is defined as the school buildings) during their scheduled day, including between classes and lunches, without permission.

1. Dial 309-634-2209 OR Text 309-306-1413 and report what time the child will be picked up and by whom.
2. In the event that your student must leave during the day for an appointment, etc., again contact your home district to notify the bus as well as our office.
3. Planned absences must be cleared in advance to be excused (vacations, college days, etc.)

Sick Policy: * (Please review the SEAPCO Return to School Plan for information related to Covid 19)

Students should not attend school when they are ill. A student with a fever of 100 or higher will be sent home, as well as anyone who is vomiting. Students will not be permitted to attend until fever free and UNMEDICATED for at least 24 hours.

Students who complain of feeling ill (sick to stomach, headache, etc.) will be encouraged to stay at school and participate. However, if a student is sleeping and complaining of being ill, a call to the student's parent/guardian will be made so the student can return home.

PROGRAM OF INSTRUCTION/GRADES

Classes/courses:

- All classes/courses are determined by the home school's requirements. High school students will take courses required to graduate with a diploma from their home school. The grading scale used is: A=90-100, B=80-89, C=79-70, D=69-60, F=59 and below

Academic Integrity/Cheating

Cheating is when students turn in or attempt to turn in work that is not their original work and do not attempt to credit another source. Students who provide other students with their work so that it can be copied are also contributing to the cheating and will be punished equally. Cheating is not tolerated at SEAPCO Academy. Cheating undermines the very essence and purpose of school. Students cannot learn and grow if they are not completing their own work.

Physical Education

Physical Education is a required course all students must take each year. Students are to have the required tennis shoes to wear during PE. These tennis shoes must be shoes that have backs and will not be kicked off the student's foot easily. It is recommended that students wear shoes that tie and not wear skate shoes or shoes that slip on. Students may be excused from PE upon written medical statement from a physician or on a day-to-day basis because of illness if a note is sent from the parents (more than 3 consecutive absences will require a doctor's note).

Exemption from Physical Education

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

Report Cards:

SEAPCO Academy administration reports semester grades to the home district for their permanent record.

Suspensions & Grades:

If a student is suspended from school (an out of school suspension), he/she may request homework for the days that will be missed. The work will be given full credit. In order to receive full credit, the work must be submitted within a week of their return to school.

If a student is assigned an in-school suspension, full credit may be earned for that day's work. Work must be completed and submitted by the end of the school day. Classroom staff will regularly check on the student throughout the day.

Field Trips:

Parents/Guardians must sign a permission form for students to attend school sponsored field trips.

Graduation Requirements:

To graduate from SEAPCO Academy, students must have met the credit requirement from their home district and their IEP team. Graduation at SA is a privilege, not a right. Students can be removed from participating in the graduation ceremony if inappropriate behavior is exhibited during the student's tenure at SA. The Administration or designee will determine the revocation of the graduation ceremony privilege.

DISCIPLINE CODE

Student Conduct:

Overall School Expectations:

Goal: SEAPCO Academy will be an emotionally and physically safe environment that maximizes quality learning time.

Students are expected to:

1. Arrive on time
2. Bring only educational related items into the building
3. Enter the classroom quietly, without disrupting others.
4. Be prepared for class. Have supplies needed for class: pen, pencil, paper, notebooks.
5. Give the teacher/staff undivided attention while teaching.
6. Raise your hand and wait to be called on before speaking.
7. Be responsible for homework/class work and turn them in on time.
8. Be respectful and cooperative when working with others.
9. Listen for instructions when the emergency bell rings.
10. Remain in class until dismissed.

11. Represent our school with pride and be respectful to all adults who enter our room including: guest speakers, substitutes, parents, and other school staff.

Classroom Expectations:

Goal: The classroom will be an enjoyable and safe place to learn where students interact with respect and courtesy.

1. Follow directions.
2. Be prepared.
3. Stay on task.
4. Stay in your seat and keep your arms, hands, feet, and objects to yourself.
5. Show respect for yourself, classmates, teachers, school property, and personal property.

Homework Expectations:

Goal: To support, enhance and provide practical application of the material covered in class.

1. Homework is assigned at the discretion of the teacher.
2. Homework is to be completed and turned in on time
3. Students who are absent will be given extra time to complete assignments.
4. Students are to complete homework on their own with the exception of help from parents/guardians.

Hallway Expectations:

Goal: The halls will be a safe and quiet environment where students interact with courtesy and respect.

1. Students will move safely through the halls.
2. Students will not hold conversations with staff or students in the hallway or remain in the hallway when a time out is needed.
3. Quiet speaking voices will be used in the hallway. (If someone is too far away to hear, then move close enough to speak in a quiet voice.)
4. Everyone will be treated with respect.
5. If a school employee asks to speak with you, stop and talk to that person.
6. If a school employee asks that you correct a behavior, do what they ask.

Lunchroom Expectations:

Goal: The lunchroom will be a safe and respectful environment where students are comfortable to eat their lunch while interacting with others with courtesy and respect.

1. Students will use appropriate table manners.
2. Students will not leave his/her seat without permission.
3. Students will refrain from making loud noises, throwing food or other items, and other disruptive behavior.
4. Students will follow specific expectations posted in the lunchroom.

Restroom Expectations:

Goal: The restrooms will remain clean and safe.

1. Use restrooms appropriately and leave them clean.
2. Put toilet paper in the toilet and all other paper in the trash can.
3. Flush the toilet when you are finished.
4. Wash and dry your hands after using the restroom and before and after eating.

Assemblies & On-Campus Activity Expectations:

Goal: Students will demonstrate respectful behavior during assemblies by listening, participating, and following directions.

1. When the speaker asks for your attention, stop talking and look at that person.
2. Listen.
3. Students will follow directions regarding where to sit.
4. Communicate with the speaker with your eyes and ears and mouth when requested.
5. Never boo, whistle, or say negative things about someone.
6. Students will remain seated until given the direction to stand for dismissal from the assembly area.

Off-Campus Activity Expectations:

Goal: Students will demonstrate respectful and safe behavior during off campus activities by listening, participating, and following directions.

1. Prior to the activity students will be required to meet the following criteria for an established period of time:
 - a. No AWOLS
 - b. No restraints
 - c. No ISS or OSS
 - d. Parent/guardian approval

- e. Administration approval
2. Remain with the group at all times.
3. Use respectful language and behavior.

Metal Detection

All students/persons entering a school building or other District facility are subject to metal detector scanning. Prior to the initial metal detector scan, the student/other person will be requested to remove metal objects from his/her pockets or clothing. If the device activates, the operator will make a second request for the student/person to remove metal objects from his/or pockets or clothing. An additional scan may be conducted beginning at the student's/person's toes and continuing up to the head without actually touching the body.

Cold Lunch:

Students who are ordering hot lunch are NOT permitted to bring in snacks to eat at lunch or during the school day. Only students eating cold lunch can bring in food items in their lunchboxes to eat during lunch hours. Cold lunches are subject to inspection and can be rejected. If a cold lunch is rejected the student will be given an alternative lunch.

There is **NOT** a microwave available for student use.

Outside Food/Beverages:

Students are NOT permitted to bring in snacks to eat during the school day. Water bottles must be empty or factory sealed to be brought into the building. Open food/beverages will be disposed of. Administration/Teacher discretion is used for behavioral contracts that allow for outside food/beverage.

School Supplies:

Students shall not bring in any item that is not educationally related. Students will enter through the front door and walk through the metal detector. Any additional items, not related to the student's education, will be placed in a locked location until dismissal.

Sleeping:

Parents should ensure that the student has plenty of rest. A student may be removed to an alternate location if there is excessive sleeping and a parent may be contacted.

Physical Contact:

Physical contact between students such as horseplay, pushing, wrestling, throwing snowballs, etc. is not acceptable at school. Displays of affection are considered improper behavior in the halls or on school grounds and are disruptive to the school's educational atmosphere. Language, gestures, and actions that are considered to be improper will not be allowed in the building or on campus.

Running away/AWOL:

AWOL: When a student leaves his/her assigned area without permission.

SEAPCO Academy encourages all students to deal appropriately with issues and concerns prior to choosing to run away. One of the program's goals is to teach appropriate techniques to solve problems. Due to concern about a student's emotional state if they leave the building, the parent/guardian, police, and administration will be notified immediately. Students are encouraged to return to school, but may receive consequences from law enforcement as well as be subject to discipline at school.

Cell Phones and Electronics:

Students MUST turn in any cell phones and electronics immediately upon entering the school. Students are not allowed entry into the school without following this policy. If a phone is confiscated during the school day, it will remain in an administrator's office until a parent/guardian is able to pick it up. A student failing to follow this rule is subject to discipline.

Attire/Proper Dress:

The teacher will ensure that all students abide by the established dress code. The purpose of the dress code is to establish a minimum standard which will not be disruptive to the educational process or which will create a health or safety hazard.

Students who are in violation of the dress code will be separated from the rest of the class. The student's parent/guardian will be notified and asked to bring a change of clothing. If this is not possible there may be alternative clothing to change into, or the student may be required to remain in an alternative setting.

1. No gang, superiority, alcohol, sexual, profane, drug, tobacco, violence, or bar advertising on clothing will be allowed to be worn.
2. Leggings must be worn underneath shorter shorts/skirts/dresses.
3. Appropriate undergarments (including bra, underpants, and socks) are required. These garments are not to be exposed.
4. No exposed midriffs, or camisoles.
5. Pants with holes are permitted only below the knee area.
6. Students should maintain good personal hygiene.

7. No dangling earrings, no studded bracelets, necklaces, or other potentially dangerous articles will be permitted. No chains are allowed to be attached to wallets.
8. No shoes with wheels, cleats or metal taps on shoes that cause noise or damage to the floor can be worn.
9. No hats, gloves, bandanas, do-rags, coats, or sunglasses are to be worn in school.
10. Shoes must be worn - no slippers are allowed.
 - a. Tennis shoes must be worn for P.E. daily (they must tie and be secure on feet). If a student does not have proper shoes for P.E., then he/she will be provided an alternate assignment to earn a grade and points.

Care of Property:

SEAPCO Academy takes pride in offering a learning environment in which students can be comfortable and which is maintained in a condition that will protect the health and safety of each student. SEAPCO does not tolerate damage to property.

Any damage to property shall result in a consequence. The consequence is dependent upon individual situations, intentions, and frequency of destructive behavior. Consequences can range from point fine, paying for or working off damages, and/or contact with the police.

Personal Possessions:

In order to minimize disruptions to the educational process, students are not allowed to bring possessions from home to school without permission. Students do not need to bring any money to school without prior authorization.

SEAPCO Academy does not assume responsibility for loss or damage of personal possessions.

Student Usage of Media

Effective January 1, 2015 (105 ILCS 75/15), an elementary or secondary school must provide notification to the student and his or her parent or guardian that the elementary or secondary school may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the elementary or secondary school has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has been involved in bullying or any illegal activity.

SEAPCO Academy Acceptable Internet Use Policy

SEAPCO Academy provides Internet and Intranet access for the purpose of promoting the use of telecommunication and networking technology as a tool to enhance staff methodology. All use of

the network must be consistent with this purpose and be in accordance with this policy. In addition, the user may traverse another network and be subject to the guidelines of that network. The purpose of this policy is to ensure that those using the information resources will do so with respect for the public trust and in accordance with SEAPCO Academy's mission and education goals, policies, and regulations.

The Internet links computer networks around the world and provides access to a wide variety of computer and information resources. It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems, and people. Sites accessible via the Internet may contain material that is objectionable, adult oriented, or otherwise inappropriate. The user is responsible for his/her actions and may not access, download, or print from unacceptable sites. Access to the network is a privilege that requires that each user adhere to the responsibility of acceptable use. Violations of this type will result in disciplinary actions including possible suspension, dismissal, and/or appropriate legal action. Use of the network for any illegal activities is prohibited.

Any electronic media storage device may be confiscated and searched for harmful objects that may cause damage to the school network.

Transmission of material in violation of any state or federal regulation is prohibited. This prohibition extends to, but is not limited to, copyrighted material, threatening, obscene, or any unlawful material, and material protected by trade secrets. Use of the network for commercial activities, product advertisement, or political lobbying is prohibited.

Guidelines for Acceptable Internet Use:

1. Follow classroom directions/teacher prompts including but not limited to accessing programs, saving files with permission only, not adjusting computer settings, and not accessing the control account panel.
2. Log into the student account ONLY.
3. Students are not permitted to password protect documents or to change passwords set by staff.
4. Do not use offensive or inappropriate language, or language that would promote violence or hatred, and do not respond to such.
5. Do not reveal your (or others') personal address, phone number, or credit card information.
6. Do not use the network in such a way as to disrupt the use of the network by others or abuse access time.
7. Do not harass anyone by sending uninvited communication.
8. Do not send electronic information from accounts that do not belong to you without the owner's authorization.
9. Do not access unauthorized or inappropriate areas on the network and do not change or interfere with information found on the network.

10. Do not misrepresent yourself or your age.
11. Do not make unauthorized copies of software or information.
12. Do not access the network at SEAPCO Academy without a signed Internet Use Agreement

I understand that, to the extent that I access SEAPCO's technology resources, including its network, through my own device, SEAPCO can monitor my usage to ensure compliance with its Technology Usage Policy.

1:1 ChromeBook:

1. Receiving and Returning Your Chromebook
 - a. Receiving your Chromebook

All students enrolled in a SEAPCO Central Office based program will be issued Google Chromebooks at the start of each school year for educational use in school and at home with proper paperwork on file. SEAPCO retains sole right of possession of the Chromebook. SEAPCO lends the Chromebook to the students for educational purposes only for the academic year/period of enrollment. Additionally, SEAPCO administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

- b. Returning Your Chromebook

At the end of the school year, students will turn in their Chromebooks, carrying case and charger/power adapter to their classroom teacher during the last week of school. Students that transfer out of or withdraw from SEAPCO must turn in their Chromebooks, carrying case, and chargers/power adapters to their classroom teacher on their last day of attendance. Failure to turn in the Chromebook will result in the students being charged the full replacement cost (Chromebook, carrying case, and charger/power adapter). Unpaid fines and fees of students may be turned over to a collection agency along with restricting participation privileges at SEAPCO events. SEAPCO may also file a report of stolen property with the local law enforcement agency.

2. Taking Care of Your Chromebook
 - a. General Precautions

Students are responsible for the general care of the Chromebook they have been issued by the school district. Chromebooks that are broken or fail to work properly must be taken to the classroom teacher as soon as possible to be evaluated. ***District -owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.***

- No open food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.

- Chromebooks should be powered down when not in use to conserve battery life.
- Chromebooks must remain free of any permanent writing, drawing, paint, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.

b. Protective Cases

Each student will be issued a protective case for his/her Chromebook that should **remain on the Chromebook when not in use**. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Chromebooks

Always transport Chromebooks with care and in the school -issued protective cases. Failure to do so may result in disciplinary action.

- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- Never carry Chromebooks with the screen open.

d. Screen Care

Chromebook screens can be easily damaged. The screens are sensitive to damage from excessive pressure on the screen.

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.
- Do not poke the screen.
- The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or papers).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre--moistened eyeglass lens cleaning tissues to clean the screen. These are convenient and relatively inexpensive.

3. Using Your Chromebook

Students are expected to bring **a fully charged Chromebook to school every day** and bring their Chromebooks to all classes unless specifically advised not to do so by the teachers. The Chromebook is intended for use at school each and every day. While at school, students are provided WiFi, however, when students are not at school, SEAPCO is

not responsible for any data/usage charges incurred by the device.

a. Chromebooks left at home

If a student leaves his or her Chromebook at home:

- Parents/guardians will be contacted to bring it to school.
- The student may also go to the classroom teacher and check out a loaner for the day, provided one is available. A student borrowing a device will be responsible for any damage to or loss of the loaned device, just like it was his/her original device.
- The student who obtained the loaned device must return the device back to the classroom teacher before leaving the classroom.
- The student is still responsible for getting the course work completed as if their Chromebook was present.
- The classroom teacher will document the number of times a loaner is issued to each student for not having their own device and send reports to the principal's office for those students who have more than 3 occurrences during the school year.

b. Chromebooks Undergoing Repair

- Loaner Chromebooks may be issued to students when they leave their school -issued Chromebook for repair with their classroom teacher, if available.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device, just like it was their original school issued device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- Students will be contacted when their devices are repaired and available to be picked up from the classroom teacher. The loaner Chromebook must be returned when the repaired Chromebook is picked up.

c. Charging Your Chromebook

Chromebooks must be brought to school each day fully charged. Students need to get in the habit of charging their Chromebooks each evening. A fully charged Chromebook battery should last throughout the entire school day.

d. Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug references or pictures will result in disciplinary actions.
- The SEAPCO Administrative staff reserve the right to change a background or theme on a Chromebook at any time for any reason.
- Protect your password. Do not share your password.

e. Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher.
- Headphones may be used at the discretion of the teacher.

- All games must meet the requirements of the Acceptable Use Policy

f. Printing

- Students are encouraged to digitally publish and share their work with their teachers and peers.
- Students will not be able to print directly from their Chromebooks at school. All printing at school will have to be done through the classroom teacher.
- The Chromebook will not support a physical printer connection.

g. Home Internet Access

Students will be able to access the internet at home and anywhere else outside of SEAPCO. Students may be prompted to supply a password to access the internet.

4. Managing and Saving Your Digital Work

Students may save work to their Google Drive (cloud based storage medium) via their Chromebook. Google Drive can be accessed by a variety of different platforms with an internet connection (e.g. desktops, laptops, Chromebooks and tablets).

- The Chromebook's hard drive has limited storage capability. Students are encouraged to save files to their Google Drive as much as possible.
- Files left on the hard drives of the Chromebooks will not be backed up by SEAPCO in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- The school will not be responsible for the loss of any student work.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

b. Software (Apps/Extensions) on Chromebooks

c. Originally Installed Software

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS) and many other applications deemed useful for academic purposes.

- The Chrome OS will automatically install updates when the device is powered down and restarted.
- The extensions/apps originally installed by SEAPCO must remain on the Chromebook in usable condition and be easily accessible at all times.
- Occasionally, SEAPCO will add necessary software and apps to the student's computer.
- Applications that are no longer needed will automatically be removed by the school.

d. Additional Software and Restricted Apps

- Students are unable to install additional software on the Chromebook other than what has been approved by the SEAPCO.
- Students are allowed to load extra extensions/apps on their Chromebook that are pre-approved. Students are responsible for the web apps and extensions they install on their Chromebooks. Apps and other media must be appropriate per the school's acceptable use policy and code of conduct.

Students will be asked to remove apps and media if deemed inappropriate. These apps/extensions will be available upon logging into the Chromebook using the official school approved email address.

e. Virus Protection

Virus protection is unnecessary on the Chromebook.

f. Inspections

- Students may be selected at random to provide their Chromebook for inspections.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability and various violations of student acceptable responsibilities when using the Chromebook.
- Inappropriate use or content will be subject to disciplinary action.

g. Procedures for Restoring Your Chromebook:

- If technical difficulties occur, the Chromebook may be restored to its original factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or re-image the device.
- All data stored on the hard drive of the Chromebook will be removed if the device has to be restored to its original settings. This does not have an effect on data stored in the cloud.

h. Software Upgrades

- Each time you turn on your Chromebook, the system automatically checks for updates and applies any updates that it finds.
- It is highly recommended that students completely turn off their Chromebooks at night. This will allow the device to update on its own when powered on the following day.

5. SEAPCO Technology Acceptable Use Policy

a. General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of SEAPCO.
- Access to the SEAPCO technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the rules of SEAPCO's Acceptable Use Policy. Violations of these rules will result in the loss of privileges, as well as other disciplinary action as defined by the SEAPCO Acceptable Use Policy, Plan of Discipline, or other policies.
- It is up to the discretion of the network administrator and/or school administration to use judgement as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and

computer viruses.

- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- All users of SEAPCO's technology resources and/or school network must sign SEAPCO's Acceptable Use Policy and abide by the rules defined in SEAPCO's Acceptable Use Policy.

b. Privacy and Safety

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.
- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for education purposes.
- Do not open, use or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords or passwords of other people.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and notify a teacher.

c. Legal Property

- All students and staff must comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the SEAPCO Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to SEAPCO Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by SEAPCO.

d. Email

- Students in need of email for academic reasons will only be allowed email access through an address assigned by SEAPCO. This email access will be through a Google Gmail system managed by the SEAPCO. The network is

heavily monitored by SEAPCO's technology department and is subject to filtering of inappropriate content.

- Always use appropriate and proper language in your communication.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by the school administration.
- District issued student email accounts will only be able to communicate with other SEAPCO students and staff.

e. Consequences

- Students will be responsible for accounts and/or computer hardware issued to them.
- Non-compliance with the SEAPCO Technology Acceptable Use Policy will result in disciplinary action.

6. Protecting and Storing Your Chromebook

a. Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the SEAPCO.

Chromebooks can be identified in the following ways:

- Record of serial number
- SEAPCO etching on the Chromebook
- Student Identification number
- Student ID card in the pocket of the Chromebook case
- Students should not remove labels and/or serial number labels that are placed on the device or protective case.

b. Storing Your Chromebook

- Chromebooks not in use should be placed in the charging cart.
- Nothing should be placed on top of the Chromebook when stored.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

c. Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the classroom teacher or the main office and may result in disciplinary action.

7. Repairing/Replacing Your Chromebook

a. Manufacturer Warranty

- Chromebooks include a one year hardware warranty from the manufacturer.
- The manufacturer warrants the Chromebook to be free from defects in materials and workmanship.

- The manufacturer warranty covers normal use, mechanical breakdown, and faulty construction. The manufacturer will provide repair to the Chromebook inside the scope of this warranty.
- The manufacturer warranty does not warrant against damage caused by misuse, abuse, or accidents.

b. Chromebook Technology Fees

- If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact the tech office immediately.
- Any technical issue with the device must be brought to the attention of technology support staff immediately. This includes but is not limited to; Chrome OS (operating system), battery issues, loss of internet connectivity, failure of apps to launch, etc.
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost, however, any accidental or intentional damage to the device will incur a cost.
- Fines will be imposed in accordance with the below chart or as the circumstances may warrant at the discretion of the SEAPCO and its administrators.
- After two incidents of accidental damage, the student may lose some privilege of being in the 1:1 Learning Initiative and may not be permitted to take the device home. This may also result in disciplinary action.
- All reports will be investigated and addressed on a case by case basis.
- Below is a list of potential issues and the costs associated with them

| Issue | Action(s) Necessary | Cost |
|--|---|--|
| Accidental Damage (1st Instance) | A report must be made immediately to the administration. The device and case must be returned to the school so that a new or spare device may be issued. | Up to \$150.00 |
| Accidental Damage (2nd Instance) | A report must be made immediately to administration. The device and case must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2nd break. The student may need to wait until the original device is returned from service. | All costs of whatever kind that are associated with replacing or repairing device. |
| Accidental Damage (3rd and additional instances) | A report must be made immediately to administration. The device and case must be returned to the school. However, a spare device may not be issued. The student must wait until the original device is returned from service. Some loss of privileges of using the Chromebook may occur such as the following: Limiting participation in the 1:1 Learning Initiative Program or the student may not be permitted to take the device home. This may also result in a referral and disciplinary action. | All costs of whatever kind that are associated with replacing or repairing device. |

| | | |
|--|--|--|
| Intentional Misuse or Negligence | A report must be made immediately. The device and case must be returned to the school so that new device may be issued. Deliberate damage will result in a disciplinary referral. Students will be subject to appropriate disciplinary action and will be responsible for reparations to damage to school property as appropriate and set forth in applicable existing or future Board policies or school building policies. | All costs of whatever kind that are associated with replacing or repairing device. |
| Loss | A report must be made immediately to administration | Possible replacement cost pending review and investigation |
| Theft | A report must be made immediately to administration and a police report must be filed with the Bartonville Police Department or Peoria County Sheriff's Department depending on the location of theft. | Possible replacement cost pending review and investigation |
| Replacement power cord or case due to loss | A report must be made to the administration | Replacement cost |

Estimated Cost of Repairs

All repairs and/or replacements must be run through SEAPCO.

- Replacement of the Chromebook \$200
- Motherboard \$160
- AC Adapter and Power Cord \$30
- Battery \$48
- Protective Case \$30
- Screen Replacement \$38
- Screen hinges (L&R pair) \$20
- Top Cover (A-Side) \$25
- Screen Bezel (B-Side) \$18
- Keyboard (C-side) \$52
- Bottom casing (D-Side) \$20
- Power port \$8
- LCD video cable (motherboard > screen) \$18
- USB Board \$18
- Speakers \$10
- Camera \$20

8. Chromebook Technical Support

The classroom teacher will be the first point of contact for the following:

- Distribution of loaner Chromebooks
- Collection of Chromebooks that need repair

The Technology Office will be the first point of contact for the following:

- Password identification and reset
- User account support
- Hardware maintenance and repair
- Operating system or software configuration support
- Restoring Chromebook to factory default
- System software updates
- *Contact can be made by filling out a Heart ticket*

SEAPCO Student Pledge Chromebook Use

As a student of the SEAPCO, I will:

- Take good care of my Chromebook.
- Never leave my Chromebook unattended.
- Never loan out my Chromebook to other individuals.
- Know where my Chromebook is at all times.
- Fully charge my Chromebook each night before I come to school.
- Keep food and beverages away from Chromebook.
- Not disassemble any part of my Chromebook or attempt any repairs.
- Keep my Chromebook in a SEAPCO-provided case when not in use.
- Use my Chromebook in ways that are appropriate, meet SEAPCO expectations and are educational.
- Keep my Chromebook and case free of any decorations (stickers, markers, writing, etc.).
- Not deface the serial number sticker located on the bottom side of the Chromebook.
- Understand that the Chromebook is subject to inspection at any time without notice and remains the property of the SEAPCO.
- Follow the policies outlined in the 1:1 Handbook and SEAPCO Acceptable Use Policy while at school as well as outside the school day.
- File a police report in case of theft or damage caused by fire.
- Be responsible for all damage or loss caused by neglect or abuse.
- Return SEAPCO Chromebook, case and power cord in good working condition at the end of the school year.
- Pay the full replacement cost of my Chromebook, power cord with charger and case in the event that any of these items are lost or intentionally damaged.

SEAPCO Chromebook Agreement

This agreement refers to all SEAPCOowned devices and accessories used as part of the 1:1 Learning Initiative:

Terms- You will comply at all times with the SEAPCO's 1:1 Learning Initiative Handbook and its guidelines as well as the SEAPCO Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.

| |
|---|
| <p>Title- Legal title to the Chromebook belongs to the SEAPCO. The student’s right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the 1:1 Learning Initiative Handbook.</p> |
| <p>Loss or Damage- If the property is accidentally damaged or incurs loss due to an act of nature, SEAPCO will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student’s parents/guardians involved in the loss of property. Loss or theft of the property must be reported to the School by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.</p> |
| <p>Repossession- Students not complying with all terms of this Agreement and the 1:1 Learning Initiative Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the Chromebook to take possession.</p> |
| <p>Term of Agreement- Your right to use and possession of the property terminates no later than the last day of classes during the school year unless terminated earlier by the School District or upon student withdrawal from SEAPCO.</p> |
| <p>Appropriation and Payment of Fees and Fines- Your failure to timely return the property and the continued use of it for non-school purposes without the school’s consent will be considered unlawful appropriation of school property and you will be turned into collections for the full replacement cost.</p> |

Tobacco Products/Look-Alike Substances

SEAPCO Academy is a tobacco free campus and in accordance with Public Law PL 103-227. The use or possession of tobacco or tobacco related products (i.e.: cigarettes, lighters, matches, cigarette papers, e-cigarettes) by students is not permitted at any time in the SEAPCO Academy building, on school grounds, SEAPCO campus, or on the bus. Confiscated, smoking material WILL NOT be returned to the student. The police may be contacted as necessary. A student failing to follow this rule is subject to discipline.

Alcohol/Drug Suspected Substance Usage

Students and non-students are prohibited from the use, attempted use, possession, attempted possession, distribution, attempted distribution or being under the illegal influence of intoxicants or drugs (1) on school property, including school buses, (2) in connection with any school activity, and (3) at any time during the school day. Violations of this prohibition will be referred to law enforcement. Student violators shall be subject to student discipline up to and including expulsion. Intoxicants and drugs are defined as: illegal drugs, controlled substances, prescription medications, bodybuilding steroids, illegal drug paraphernalia or any other intoxicating substances.

If due to odor, behavior, physical appearance, or a student is suspected of substance influence or usage while at school:

1. The student will be separated from the other students.
2. The student will be field tested by administration.
3. A determination by the administrator will be made.
4. The administrator will evaluate safety issues including transportation of the student to their home.
5. The student's parent/guardian will be contacted to obtain information and input as well as to share recommendations and make transportation arrangements, if needed.
6. Any drug or controlled substance that is considered illegal will be confiscated and turned over to the proper law enforcement agency along with the student's name, address, and guardian information.
7. Consequences will be determined in consultation with the administrator, home school district, police and other agencies, if appropriate.

Inhalants

Using, possessing, distributing, or being under the influence of any inhalant or any inhaled substance, regardless of whether it contains an illegal drug or controlled substance, is prohibited. Violations of this prohibition will be referred to law enforcement. Student violators shall be subject to student discipline up to and including expulsion. The prohibition in this section does not apply to a student's use of asthma or other inhalant prescription medications taken in accordance with a physician's instructions or over-the-counter inhalants approved by a parent or guardian and proper notice and approval is provided by the administration.

Physical and Verbal Aggressions

Students are prohibited from engaging in aggressive behavior that may reasonably produce physical or physiological harm to another person. The administration or designee will make efforts, including the use of early intervention and progressive discipline, to deter such behavior at school and school related events and shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

Students are expected to use appropriate tone, volume, facial/body expression, physical space and language with all staff members and peers. In addition, physical aggression of any kind directed at a staff or peer is not permitted. This includes entering personal boundaries (getting "in the face" of another, moving towards someone in a threatening manner, etc.)

The physical contact (striking, pushing, spitting on, etc.) with any teacher, teacher aide, staff member, or school employee by a student will result in the following options: loss of privileges,

detention, suspension, and/or expulsion and referral to the Bartonville Police Department for charges of Aggravated Battery.

Inciting others to misconduct shall be defined as urging, stimulating, or provoking another student into misconduct and shall result in one or more of the following options: loss of privileges, detention,, suspension, expulsion and/or referral to the Bartonville Police Department.

Fighting, verbal confrontations, or physical conduct that might be construed to be a fight will not be tolerated. Each case is judged on its own merits as to provocation, background, aggressor, and shall result in one or more of the following options: loss of privileges, detention, suspension, expulsion, and/or referral to the Bartonville Police Department for a charge of Disorderly Conduct and/or Battery. Consequences for violation of verbal and/or physical aggression will vary depending on the frequency, severity and circumstances..

Bullying Policy

SEAPCO Academy defines bullying as an act or acts of intentionally cruel incidents, involving the same student in the same bully and victim roles, whether transmitted in person or electronically from home or school. The intention of bullying is to put the victim in distress in some way.

Bullies seek power in a variety of ways:

- Physical Bullying: Hitting, poking, pinching, or damaging someone else's things are all examples of physical bullying. Hurting someone physically will likely result in suspension.
- Verbal Bullying: Teasing, name-calling, spreading rumors, insulting, threats and other verbal attacks are all examples of verbal bullying.
- Social Bullying: Excluding or teasing others who are different from or disliked by you or your friends is social bullying.
- Cyber Bullying: Using the internet or electronic devices to engage in verbal or social bullying is known as cyber bullying. Spreading rumors on social media sites or sending hurtful text messages are two common examples of cyberbullying.

All students, teachers and staff should contact the school social worker and Administration upon hearing or learning of any acts of bullying.

The disciplinary response may include:

- Conference with parent and student
- Mediation
- Other disciplinary actions (i.e. ISS/OSS/Police Involvement)

Street Gangs and Secret Societies

The involvement of students in street gangs and/or secret societies and their activities is considered, by Administration, to be a matter of extreme concern. For the purposes of this

section, street gangs or secret societies are defined as any organization, composed wholly or in part of school district students, which seeks to perpetuate itself by taking in additional members from individuals enrolled in the school district for the purpose of fulfilling aims unrelated to the School's education process, and which has the effect, or the potential for, disrupting that process.

The Administration, in its discretion and based upon its investigation and evaluation of the facts and circumstances of each case, may impose appropriate discipline, including suspension and/or expulsion, based upon any one of the following student offenses: (1) becoming a member of or joining or promising to join, or pledging to become a member of any street gang or secret society; (2) soliciting any individual enrolled in the school district to attend a meeting where the joining of a street gang or secret society is encouraged; (3) wearing street gang or secret society insignia, including tattoos or "flashing" gang or secret society sign; (4) drawing street gang or secret society symbols; or (5) distributing street gang or secret society literature.

Gross Defiance/Disobedience

Gross disobedience is defined as behavior that is causing, or might cause a major disruption or interfere with school activities. This includes activities in the school, on campus near the school, and on a school bus. Students may be suspended for gross disobedience or misconduct. Types of behavior that are considered gross disobedience or misconduct include but are not limited to:

- Repeated or willful behavior which shows disregard for school rules and regulations.
- Insubordination to any school personnel (administrators, teachers, and all non-certified staff).
- Acts which endanger or harm the health, safety, and welfare of others.
- Behavior in which the student tries to harass, intimidate, or frighten directly or indirectly, any student or school employee.
- Excessive truancy or tardiness after warnings.
- Possession of any dangerous weapon or look-alike weapon.
- Theft or destruction of property belonging to other students, school, or staff. *Use of profane or obscene language.
- Sexual harassment of any student or school personnel.

Weapon Policy:

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, may be expelled. The administration may modify the expulsion period and determination, on a case-by-case basis.

A "weapon" means possession, use, control or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owner's Identification Act, or use of a weapon as defined in Section 24-1 of the

Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) “look-alikes” of any weapon as defined above.

Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The administration may grant an exception to this policy, upon the prior request of an adult supervisor, for students in food’s class or similar programs, whether or not school sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Bus/Transportation Conduct:

Unacceptable behavior on a school bus is clearly defined by the State of Illinois. Such behavior is distracting to the bus driver and a definite threat to the life and well being of all students who ride school buses. There may be discipline consequences enforced at SEAPCO Academy for bus violations. (See student’s home-district policy.)

Search Policy:

To maintain order and security in schools, school authorities may inspect and search places and areas such as lockers, desks, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or consent of the students, and without a search warrant.

As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

If a search conducted in accordance with the Section produces evidence that the student has violated or is violating the law, local ordinance, or the school’s policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities.

The provisions of this subsection apply in all school districts, including special charter districts and districts organized under Article 34. (House Bill 2596 – P.A. 89-610, Section 10-22.6).

All lockers are the property of SEAPCO Academy and as such may be searched upon reasonable cause. Students should not have the expectation of privacy with regard to any

SEAPCO Academy locker. School authorities may search a student's locker when having reasonable suspicion to believe a student is in possession of any item violating school rules, including, but not limited to the following:

- a. School property
- b. Property of another person
- c. A weapon
- d. Any item which violates school rules
- e. Cannabis/cannabinoids (K2, spice)
- f. Controlled substance (as defined in the Illinois Revised Statutes)
- g. Or any substance represented to be cannabis or a controlled substance shall exercise their responsibility, granted by the student's home district Board of Education, in conducting a search. These searches may be conducted with the assistance of law enforcement officials using specially trained dogs.

Locker Search Procedure:

- a. The administration and a third party are to be present at the search.
- b. The administration shall set down in writing all factual information supporting the decision to search.
- c. Attempt to secure permission from the student to search his/her locker. (However, as a reasonable cause has been determined, a search may proceed without the student's permission.)
- d. An inventory of all items found in the locker is to be recorded and signed by a witness. A receipt of that inventory will be given to and signed by the student.

Personal Search Procedure:

- a. The administration and a third party of the same sex as the student are to be present at the search.
- b. The administration shall set down in writing all factual information supporting the decision to search.
- c. Attempt to secure permission from the student. (However, as reasonable cause has been determined, a search may proceed without a student's permission.)
- d. Ask the person to empty all pockets, purse, billfold, and/or any other items that may contain personal property. This step may also include a non-intrusive pat down of pockets and a search of shoes and socks.
- e. An inventory of all illegal items found in the search is to be recorded and signed by a witness. A receipt will be given to and signed by the student.
- f. Only the Police will handle any search requiring greater intrusion.

Seizure Procedure:

Any item which is found during a search that is believed to be violating either criminal law or school rules will be tagged with the student's name, The item will then be secured in a locked area until released to proper authorities or a parent (if deemed appropriate).

Sexual Harassment:

SEAPCO Academy will strive to provide an environment free from all forms of sexual harassment. Any reports of sexual harassment will be investigated and dealt with appropriately. Cases of harassment should be reported to the administration.

Philosophy of Student Discipline:

Two principles govern all rules at SA:

1. Conduct which is disruptive of the educational process is prohibited
2. Conduct which infringes upon the rights of others is prohibited

All students must know the school rules which relate to conduct and discipline. The methods utilized to alter inappropriate student behaviors include, but are not limited to:

| | | |
|-----------------------|-------------------------|----------------------|
| Student conferences | Lunch detentions | Parent conferences |
| Peer mediation | Point System Infraction | Denial of privileges |
| Probationary contract | Removal from class | Suspension |

Behavior Management Program:

The opportunity to learn is a right of every child. The program at SEAPCO Academy is designed to modify those behaviors that interfere with learning, by using the least restrictive alternative. The success of this program will best be achieved through early identification and placement. The ultimate goals are the productive return of the child to a less restrictive placement. Individual programming, which is consistent and structured, emphasizes the pupil's academic, emotional, and social adjustment in relation to peers, family, and community. The cooperation of the parent(s)/guardian(s) with SEAPCO Academy staff is vital.

It is a firm belief that in order for any classroom to be effective there has to be classroom rules and procedures in place for it to run smoothly. To ensure that your student and you understand the expectations, they are provided in the outline of classroom rules and procedures.

Point System:

Students attending SEAPCO Academy will all be a part of a daily point system. Students are able to earn points for the following each class period:

- Remaining in their assigned area
- Completing the daily assignment/activity

- Keeping hands/feet/body/objects to self
- Using appropriate language and conversations
- Individual Goal: each student has a goal he/she is working on that is tracked daily

Students will use the points earned for items in the “point store” and/or various privileges.

Reset Room:

The reset room is used for a student to calm down as needed. The student will be directed by staff to remain in the reset room until he/she has demonstrated that they are able to return to class. A staff member will always supervise the student. Before returning to class the student will process with a staff member.

Physical Management:

Physical management may be implemented if a student becomes aggressive. This includes, but is not limited to, potential harm to self, others, or felonious property damage.

All staff receive annual training in TCI (Therapeutic Crisis Intervention), which is based upon the notion that each crisis is an opportunity to learn how to better manage future situations. Teachers will always use preventative, de-escalating techniques before implementing any physical management. In accordance with ISBE, a written incident form will be completed and placed in the student’s temporary record, submitted to the home district administration, ISBE and the parent/guardian.

Reciprocal Agreement:

SEAPCO Academy maintains a reciprocal reporting agreement with the City of Bartonville Police Department, Peoria County State’s Attorney, and Peoria County Sheriff’s Department. Students and parents are to recognize that information regarding student behavior will be shared between the high school and the above-mentioned offices and may be used in student discipline matters.

Restorative Justice:

Handling conflict and misbehavior in a restorative way allows students and staff to actively make amends and repair harm. In addition, restorative practices in school can promote positive feelings, rather than resentment and alienation within the school setting. Students will have the opportunity to participate in a restorative justice circle if they are having a conflict with a peer and/or staff member, if they are not able to participate in certain school activities due to their behavior, and/or brought to the administrator for behavior infractions. If the student successfully completes the restorative justice process, their consequence will often be reduced.

Out of School & In School Suspension:

Out-of-school suspension is the exclusion of the student from the school setting, including co-curricular activities, from one to ten days. This action is taken only after other measures have been tried or in the case of serious offenses. Accumulation of ten or more days of OSS will result in a manifestation determination meeting to review the student's IEP program.

In-school suspension is the exclusion of the student from the classroom.

HEALTH, SAFETY & WELLNESS

Emergency Procedures:

Each teacher is given a crisis response policy which outlines all procedures for various emergencies.

Emergency Parent Contact Information:

Parents/guardians will be notified if a student becomes ill at school or is involved in an accident. Parents/guardians will be required to pick up the student at that time. Parents/guardians have included emergency contact person(s) in case they are unable to be reached.

School Closings and Early Dismissal:

When the weather or an emergency requires that school be cancelled or is dismissed early, the news media will be notified. Please refer to local media outlets for this information for both home school and SEAPCO Academy.

Tornado Warnings and Severe Weather Procedures:

The SEAPCO Academy adopted the following procedures that enable parents to take the appropriate action in case of emergency weather conditions. All students will be directed to go to designated safe places in the building when severe weather conditions exist.

Refer to local media outlets for school dismissals due to inclement weather/closings.

If parents so desire, they may request their students be released from school. Parents must sign and have on file with school officials a request for the release of their student from school.

The procedure for picking up students is as follows:

1. Students will be released from school only through the administrator's office.
2. Students released must be signed out by a parent, guardian, or person designated by the parent or guardian.

Asbestos Plan Notification:

This is to inform you of the status of Special Education Association of Peoria County's (SEAPCO) asbestos management plan. It has been determined by the Illinois Department of Public Health and the federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our building was initially inspected for asbestos. Our initial inspection was conducted on May 18, 1988. The AHERA law requires that a visual surveillance of asbestos containing area be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the management plan as required.

The inspection/management plan is available for public review in the SEAPCO Receptionist Office. If you wish to review the plans, please call to make an appointment between 8:00am-3:00pm Monday-Friday.

Any concerns relative to asbestos containing materials should be directed to:

Thomas O'Dea
SEAPCO Custodian
Asbestos Designated Person
4812 W. Pfeiffer Rd.
Bartonville, IL 61607
(309) 697—0880 ext. 287

Monitoring Equipment:

In order to ensure the health, safety, security, and welfare of all students and staff at SEAPCO Academy, the school has installed surveillance equipment throughout the building. Private areas (ex. restrooms) and classrooms do not have this equipment. The surveillance equipment will be used by the school for health, safety, security, and welfare purposes, but may also be used as evidence in a disciplinary proceeding. In the case of criminal proceedings, the recordings may be turned over to law enforcement authorities.

Visitor Policy:* (Please review the SEAPCO Return to School Plan for information related to Covid-19.)

SEAPCO Academy welcomes parent/guardian visitors to our building. Visitors will NOT be taken directly to a classroom unless a prior appointment has been made. Parents/guardians who wish to meet with their student may do so in the office area. Parents/guardians, who wish to meet with their student's teacher, may do so in the office area IF the teacher is available to meet or a prior appointment has been made.

In order to maintain an environment conducive to education, parents/guardians should not conduct visits in the hallway of the school. Parents/guardians who wish to observe in the classroom must obtain prior permission from administration. Visits should be limited to one class period (a 45 minute period). During the visit, the parent/guardian should observe only. Administration will also observe the class period.

Erin's Law:

Erin's Law, which mandates schools to provide sexual abuse prevention education, passed in the State of Illinois in 2011. WCHS takes this responsibility with all seriousness. Information regarding Erin's law is included in Health and Physical Education courses. Erin's Law is named for Erin Merryn, an abuse survivor who is now a national advocate for sexual abuse. More information about Erin's Law can be found at: <http://erinslaw.org>

Reporting Suspected Child Abuse or Neglect:

Any school employee who suspects that a student has been abused or neglected is required by state law to file a report with the school administration and/or the administration's designee. After that report has been filed, the administration and/or the administration's designee will make immediate contact with the appropriate governmental agencies.

Non-Discrimination Policy Statement:

It is the policy of SEAPCO Academy not to discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law, in any of its educational programs and activities. Concerns regarding this policy should be referred to Lora Haas or Dave Ptak, administrators for SEAPCO, to Brooke Mair, principal of SEAPCO Academy, or to the Director of the Office for Civil Rights, Washington, D.C.

Medication Policy:

In all cases, it shall be the responsibility of the parent/guardian to notify the school of all physical or health problems related to their student(s).

1. Parents are urged to schedule medication for their students during non-school hours when possible.
2. When students are required to take prescribed medication for less than ten (10) consecutive school days, a note from the parent/guardian will be accepted (The note from the parent/guardian shall outline in detail the name of the drug, dosage, time interval in which the medication is to be taken, necessity for the medication during the day, type of disease or illness involved, and the benefits received from taking said medication. Known side effects from taking said medication must be listed along with an emergency telephone number where the prescribing physician can be reached in case of an emergency if treatment is required during the school day.)
3. Students who are required to take a prescribed medication for more than ten (10) consecutive school days must furnish the school with a written order from the prescribing physician, with said note stating all information outlined in #2 above.
4. All prescribed medicine is to be brought to the office in the original prescription bottle or over-the-counter bottle properly labeled. School authorities reserve the right to refuse the issuance of a medication permit if the above conditions are not met.

5. School authorities will supervise the student when self-administration is done. School authorities will be notified in writing from the parent/guardian when medication may cause serious side effects or, in special cases, when only a registered nurse can administer the medication. The written request must include all information as required in #2 above.
6. Both the parent's letter and the physician's medication orders must be placed in the pupil's temporary (medical) folder.
7. The doctor's written statement on the known side effects of the medication shall be placed in the student's medical folder. The initial dose of medication at school will be self-administered under the supervision of the teacher. If subsequent medication is necessary, in the absence of the school nurse, another certified school employee shall check the student's medical folder for instruction/information on possible side effects of the medication prior to permitting the student to self administer the medication.
8. A locked cabinet will be provided for storing the medication under the supervision of the school nurse. Opportunities should be provided for communication with the pupil, parent, and physician regarding the desired effects of the medication administered during school hours.
9. The school district retains the discretion to reflect requests for administration of medication, subject to the requirements of the Federal Education of the Handicapped.
10. Students are allowed to self-administer asthma medication at school including the use of an epinephrine auto-injector for students at risk of anaphylaxis. Parents/guardians must provide the school nurse with written authorization for the student's use of the epinephrine auto injector. The parent/guardian must also provide a written statement from the student's physician, physician assistant or advanced practice registered nurse, indicating the name and purpose of the epinephrine auto-injector, the prescribed dosage and the times or special circumstances under which the epinephrine auto-injector is to be administered. Permission for the use of an epinephrine auto-injector is effective for the school year in which it is granted and must be renewed each subsequent school year by meeting the above requirements. The school district and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of injury arising from the use of an epinephrine auto-injector by the student.

Education of Homeless Children:

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The principal shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The principal or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation immunization, residence, birth certificates, school records and other documentation, and guardianship.

Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The principal or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the appropriate person appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law. Legal Ref.: McKinney Homeless Assistance Act, 42 U.S.S. § 11431 et seq. 105 ILCS 45/1-1 et seq

FERPA Notice:

The Family Educational Rights and Privacy Act (FERPA) affords students over 18 years of age (“Eligible Students”) and parents certain rights with respect to their educational records.

Rights are listed below:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District Official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District Official to whom the request was submitted, that Official shall advise the person making the request of the correct Official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District Official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing

procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing. 50

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605.

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Student Services Office or other official in writing, by September 30 of the current school year, that he/she does not want any or all of the directory information disclosed. Military personnel come to the Office in September for lists. If waivers are not signed in August at registration, then records are released. Directory information includes the student's name, address, telephone listing, date and place of birth, photographs, video images, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

Medicaid Reimbursement Notice:

Medicaid Reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve education services. Therapy and diagnostic services provided to your child (you) are partially reimbursable. Unless you object in writing, SEAPCO will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on your

ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release of information related to Medicaid for your child (you), do nothing. Thank you for your attention to this notice.

SOPPA Notice:

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases

- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

TITLE IX SECTION 86.8 – GRIEVANCE PROCEDURE

Level I

1. A student or an employee shall present the complaint in writing to the Title IX Coordinator.
2. The Title IX Coordinator shall investigate and attempt to resolve the complaint within five working days.
3. If resolution does not occur at this level, a hearing shall be held before a hearing officer within five working days.
4. The hearing officer shall render an opinion to the Title IX Coordinator and the student or employee within five working days from the time of the hearing.

Level II

5. Failing a resolution at Level I, the student or employee may present a statement of the grievance to the Director of SEAPCO to determine the matter or a statement to the Board of Education who shall consider the matter.

Level III

6. Failing a resolution at this level, the grievant may file a complaint with the Circuit Court. There shall be no reprisal against any student or employee for utilizing the grievance
7. Procedure. For the purpose of maintaining confidentiality, grievances will not be placed in a student's file or an employee's personnel file. The grievant has the same access to this file as his or her personnel file.
8. Employees covered by an agreement containing a grievance procedure should elect to use that procedure, if applicable.

Student Records:

In compliance with federal legislation pertaining to the "Family Rights and Privacy Act of 1974," and the Illinois School Student Records Act, (pursuant to 105 ILCS 10/1-10/10, 1993) the

following policy has been adopted by the Board of Education, Special Education Assoc. of Peoria County:

Definitions:

1. "Student" means any person enrolled or previously enrolled in SEAPCO Academy.
2. "School Student Record" means any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction by an employee of a school, regardless of how or where the information is stored.
3. "Student Permanent Record" shall consist of:
 - a. Basic identifying information, including students' names and addresses, birth date and place, and gender;
 - b. Academic transcript, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations, and Prairie State Achievement Exam;
 - c. Attendance record;
 - d. Accident reports and health record;
 - e. Record of release of permanent record information;
4. "The Student Permanent Record" may also consist of:
 - a. Honors and awards received; and,
 - b. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations;

No other information shall be placed in the student's permanent record.

5. "Student Temporary Record" consists of all information not required to be in the student's permanent record and may include:
 - a. Family background information;
 - b. Intelligence test scores;
 - c. Aptitude test scores;
 - d. Psychological and personality test results;
 - e. Elementary and secondary achievement level test results;
 - f. Participation in extracurricular activities including any offices held in school sponsored clubs or organizations;
 - g. Honors and awards received;
 - h. Teacher anecdotal records;
 - i. Disciplinary information;
 - j. Special education files including the report of the multi-disciplinary staff on which placement or non-placement was based, and all records and tape recordings related to special education placement;
 - k. Hearings and appeals, any verified reports or information from non-education persons, agencies, or organizations;
 - l. Other verified information of clear relevance to the education of the student; and,
 - m. Record of release of temporary record information.

- n. "Parent" means a person who is the natural parent of the student or another person who has the primary responsibility for the care and upbringing of the student. All rights and privileges accorded to a parent under the Act shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record.

Notification:

Parents are hereby notified that:

1. The types of information contained in the permanent and temporary records are as specified in Article I, Section 1.03 and 1.04;
2. Parents have the right to inspect and copy their child's permanent and temporary records and to know the cost of copying such records. Both parents; when divorced, have access to records unless prohibited in the divorce decree;
3. Parents have the right to control access and release of their child's school student records and the right to request a copy of the information released;
4. Parents have the right to be informed of the procedures for challenging the contents of their child's student record;
5. Parents have the right to know the persons, agencies, or organizations having access to their child's student records without parental consent;
6. Parents have the right to copy their child's student record or information contained therein proposed to be destroyed or deleted and the school's schedule for reviewing and destroying such information;
7. Parents have the right to know the categories of information the school has designated as "directory information" and the right of the parents to prohibit the release of such information;
8. Parents have the right to know that no person may condition the granting or withholding of any right, privilege, or benefits, or make as a condition of employment, credit or insurance the securing by an individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Act or these regulations;
9. Parents have the right to inspect and challenge the information contained in their child's school student record prior to transfer of the record to another school district, in the event of the transfer of the student to that district.

Costs for Student Records:

1. The school may charge the actual cost for providing a copy of school student records for any portion of such records to parents and students upon request for such copies, provided that such costs shall not exceed \$.35 per page.
2. No parent or student shall be denied a requested copy of school student records due to inability to bear the cost of such copying.

Release of Information:

1. The records of a student shall be transferred by the Director of Guidance to another school in which the student has enrolled or intends to enroll upon the request of the records custodian of the other school or the student, provided that the parent received prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmission to the parent. Such service shall be deemed conclusive, and ten school days after such service, if the parents make no objection, the records may be transferred to the requesting school.
2. The school shall grant access to information contained in school student records to persons authorized or required by state or federal law to gain such access, provided that:
 - a. Such person shall provide the school with appropriate identification and a copy of the statute authorizing such access; and,
 - b. the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy, and/or challenge such information. If this release of information relates to more than 25 students, such prior notice may be given in a local newspaper or general circulation or other publication directed generally to parents.
3. The school shall grant access to, or release information from, school students' records without parental consent or notification:
 - a. To an employee or official of the school or school district or the State Board of Education, provided such employee or official or State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest;
 - b. To any person for the purpose of research, statistical report planning provided that,
 - i. Such person has the permission of the State Superintendent of Education; and,
 - ii. No student or parent can be identified from the information released
4. Pursuant to a court order, provided that the procedures outlined in the Illinois School Code are observed.
5. Public high schools are required to provide military personnel with names and addresses of requested students. Parents may prevent the release of their student's information by submitting that request in writing to the principal.
6. Any release of information other than specified in 1 through 3 of this Article requires the prior, specific, dated, written consent of the parent designating the person to whom such records may be released, the reason for the release, and the specific records to be released. At the time such consent is requested or obtained, the school shall inform the parents of the following rights:
 - a. To inspect and copy such records;
 - b. To challenge the contents of such records; and
 - c. To limit any such consent to designated records or designated portions of information within the records.

Challenges

1. Parents shall have the right to challenge any entry exclusive of grades in their child's school student records on the basis of: accuracy, relevance, or propriety of any entry in the school student records, exclusive of academic grades of their child.
2. The State Board shall prescribe by regulation procedures to govern challenges to school student records under this Act. Such challenge procedures shall provide for a hearing at which each party shall have:
 - a. The right to present evidence and to call witnesses;
 - b. The right to cross-examine witnesses;
 - c. The right to counsel;
 - d. The right to a written statement of any decision and the reasons therefore;
 - e. The right to appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.
3. A final decision under the procedures established pursuant to this Section may be appealed to the Circuit Court of the County in which the school is located.
4. Parents shall also have the right to insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.