

2020-2021

SEAPCO ACADEMY
Student Handbook



SEAPCO ACADEMY

EDUCATION HANDBOOK (updated 7/22/20)

(Please review the SEAPCO Return to School Plan 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 **ABSENCE LINE: 309-634-2209**
4812 W. Pfeiffer Rd. **PHONE: 309-634-2209**
Bartonville, IL 61607

STAFF

Principal: Mrs. Mair 309-634-2209 x 211
Dean: Ms. Howard 309-634-2209 x TBN
Secretary: Mrs. Pleasant 309-634-2209
Teachers: Ms. Bauswell, Mrs. Cantrell, Mrs. Mills, Ms. Launer, Ms. Roth, Mrs. Smith,
Ms. Smith, Mrs. Street, Ms. Zaborac
Social Worker: Ms. Dunphy 309-634-2209 x 241
Crisis staff: Mr. McDaniels, Mr. Barnes, TBN, TBN

PROGRAM OVERVIEW/STUDENTS SERVED

The SEAPCO Public Day Program (PDP) program 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 during an IEP meeting. Students placed 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.

Mission

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 RESPONSIBILITIES

The home school 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: (Fees should be paid to the student's home school district.)

FEE WAIVER: (A fee waiver may be obtained by completing an application through the student's home district.)

BREAKFAST & LUNCH:

Daily breakfast will be available for community students each day. Lunch will be available daily to all students. Free and Reduced lunch applications will need to be completed at the student's home school in order to qualify for free or reduced breakfast/lunch. 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.

Cost:

	Lunch	Breakfast
Regular	\$3.50	2.20
Reduced	.45	.35

DAILY ROUTINES/PROCEDURES

School Day

Staff hours: 7:45 – 3:15

Student hours: 8:15 – 2:30 * *This is the typical student attendance hours. However, during Covid-19 restrictions, students will attend 8:15-2:00 daily.*

Students are not permitted to enter the building prior to 8:00 daily. They should not be left unsupervised by a parent/guardian before 8:00.

Transportation

Students are NOT allowed to transport themselves via personal car. Home school will provide transportation for students.

Attendance

Regular attendance is essential to ensure successful completion of assigned courses. Parents/Guardians are asked to please **notify the school at 634-2209 by 8:00 a.m. the morning of the absence, and contact your home school district transportation office.** In the event that your **student must leave during the day for an appointment, etc.** and will not need bus service at the end of the day, please also contact your home district as well as our office.

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 (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

cottage or the student's guardian will be made so the student can return home, or to his/her cottage until they are ready to participate in the school setting.

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.

Grades

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.

BEHAVIOR MANAGEMENT PROGRAM * *(Please review the SEAPCO Return to School Plan for information related to Covid-19.)*

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
- * each student has an individual goal he/she is working on that is tracked daily

Students can use the points earned for items in the "point store" and/or various privileges.

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.

General Procedures

Goal: The classroom will be an emotionally and physically safe environment that maximizes quality learning time. Students are expected to:

1. Arrive on time.
2. Enter the classroom quietly, without disrupting others.
3. Be prepared for class. Have supplies needed for class: pen, pencil, paper, notebooks.
4. Give the teacher/staff undivided attention while teaching.
5. Raise your hand and wait to be called on before speaking.
6. Be responsible for homework/class work and turn them in on time.
7. Be respectful and cooperative when working with others.
8. Listen for instructions when the emergency bell rings.
9. Remain in class until dismissed.
10. Represent our school with pride and be respectful to all adults who enter our room including: guest speakers, substitutes, parents, and other school staff.

Homework

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 Behavior

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.

Lunch Behavior

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.

Restrooms

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

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: 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 activities

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.

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.

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.

STUDENT EXPECTATIONS

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.

Student Dress Code

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. 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. 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 may bring money to purchase items from the classroom/school store. Students will not need more than \$3.00 in their possession.

Lunch money will be paid to the secretary upon arrival to school.

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

DISCIPLINE/UNACCEPTABLE BEHAVIORS

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

Tobacco Products/Look alike substances

No smoking materials or tobacco products (including e-cigs, etc.) are allowed at the SEAPCO building, on school grounds, 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.

Suspected Substance Usage

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 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.

Physical/Verbal Aggression

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 not respecting personal boundaries (getting "in the face" of another, moving towards someone in a threatening manner, etc.) Consequences for violation of verbal and/or physical aggression will vary depending on the frequency and severity.

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.

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.

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 Misbehavior

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 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.

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.

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.

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.

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

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.

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.

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. Parent/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

PARENTAL RIGHTS

Title 9 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.

"Parent" means a person who is the natural parent of the student or other 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 copy of 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:
 - B. Such person shall provide the school with appropriate identification and a copy of the statute authorizing such access; and,
 - C. 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,
 1. Such person has the permission of the State Superintendent of Education; and,
 2. No student or parent can be identified from the information released
 3. Pursuant to a court order, provided that the procedures outlined in the *Illinois School Code* is observed.
 4. 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.
 5. 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:
 - C. To inspect and copy such records;
 - D. To challenge the contents of such records; and
 - E. 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.

