



# SEAPCO RISE

*Reaching Independence Through Supported Education*

**Program Handbook**

**2023-2024 School Year**

**4812 W. Pfeiffer Rd. Bartonville, IL 61607**

**Website: [www.seapcorise.com](http://www.seapcorise.com)**

## **SECTION 1: RISE HANDBOOK**

- SEAPCO RISE calendar
- Building information
- Program overview
- Program objectives and curriculum
- Program objectives and curriculum
- Rights and responsibilities of students program objectives

## **2023-2024 SEAPCO RISE CALENDAR**

### **AUGUST**

August 9, 2023 Parent Orientation New RISE Families (6-7pm Green and 7-8pm Blue & Yellow)  
August 10, 2023 Parent Orientation Returning Families (6-7pm Green and 7-8pm Blue & Yellow)  
August 14, 2023 TEACHER INSTITUTE  
August 15, 2023 TEACHER INSTITUTE  
August 16, 2023 SCHOOL BEGINS for students (BLUE & YELLOW)  
August 17, 2023 SCHOOL BEGINS for students (GREEN)

### **SEPTEMBER**

September 1, 2023 11:30 DISMISSAL FOR STUDENTS (No Lunch Served)  
September 4, 2023 NO SCHOOL - LABOR DAY

### **OCTOBER**

October 9, 2023 NO SCHOOL - INDIGENOUS PEOPLES DAY  
October 18, 2023 PARENT EDUCATION NIGHT 6pm - Virtual  
October 31, 2023 11:30 DISMISSAL FOR STUDENTS (No Lunch Served)

### **NOVEMBER**

November 22-24, 2023 NO SCHOOL - FALL BREAK

### **DECEMBER**

December 22, 2023 11:30 DISMISSAL FOR STUDENTS (No Lunch served)  
Dec. 25, 2023 - Jan. 8, 2024 NO SCHOOL - WINTER BREAK

### **JANUARY**

January 8, 2024 TEACHER INSTITUTE  
January 9, 2024 SCHOOL RESUMES FOR STUDENTS  
January 15, 2024 NO SCHOOL - MARTIN LUTHER KING, JR. DAY  
January 26, 2024 11:30 Dismissal (No Lunch Served)

### **FEBRUARY**

February 19, 2024 NO SCHOOL- PRESIDENTS DAY

### **MARCH**

March 25 - 29, 2024 NO SCHOOL - SPRING BREAK

### **APRIL**

April 1, 2024 NO SCHOOL - SPRING BREAK  
April 2, 2024 TEACHER INSTITUTE  
April 17, 2024 NO SCHOOL - EMERGENCY DAY (if needed)  
April 19, 2024 PARENT EDUCATION NIGHT 6pm - Virtual  
April 26, 2024 NO SCHOOL - EMERGENCY DAY (if needed)

### **MAY**

May 3, 2024 NO SCHOOL - EMERGENCY DAY (if needed)  
May 10, 2024 NO SCHOOL - EMERGENCY DAY (if needed)  
May 17, 2024 NO SCHOOL - EMERGENCY DAY (if needed)  
May 24, 2024 NO SCHOOL - EMERGENCY DAY (if needed)  
May 27, 2024 NO SCHOOL - MEMORIAL DAY  
May 29, 2024 LAST DAY for Blue Students  
May 30, 2024 LAST DAY for Green & Yellow Students

# SEAPCO RISE

## Student Handbook

This handbook has been prepared to serve as a resource guide of the policies and procedures at SEAPCO RISE. SEAPCO reserves the right to make changes to this handbook at any time. This handbook contains only a summary of board policies governing the district; board policies are available to the public at the district office. Please refer to your district handbook for information on policies or procedures not addressed in this document.

### Building Information

<u>Address</u>	SEAPCO RISE 4812 W. Pfeiffer Road Bartonville, IL 61607	<u>Phone</u>	309-697-0880
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### School Hours

Staff Hours	7:15-2:45	Student School Hours	7:55 – 2:15
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Students are not permitted to enter the building prior to 7:30 a.m. daily.

### Student Schedule

#### **Green - Allison Borland - [aborland@seapco.org](mailto:aborland@seapco.org) - 309-697-0880 ext.291**

- Tuesday/Thursday: School Days (7:55 a.m.- 2:15 p.m.)
- Monday/Wednesday/Friday: Home or work days
  - These days are spent at home if they are not scheduled to work.

#### **Blue - Cat Knecht - [cknecht@seapco.org](mailto:cknecht@seapco.org) - 309-697-0880 ext. 291**

- Monday/Wednesday/Friday: School Days (7:55 a.m.- 2:15 p.m.)
- Tuesday/Thursday: Home or work days
  - These days are spent at home if they are not scheduled to work.

### Visitors

1. Any person not a student or employee of Seapco 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.

SEAPCO 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 will 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.

## Administration and School Services

Administrator: Polly Greenway 309-697-0880 x 202

Dean of Students: Amber Buss 309-634-2209 x 213

Director of Maintenance and Operations: Tom O'Dea 309-634-2209

## SEAPCO Board of Education

SEAPCO is a special education cooperative that partners with member districts and families to provide special education services that prepare students with diverse educational needs to be productive citizens in society. Under IDEA 2004, students enrolled in member districts are entitled to a free appropriate public education (FAPE) when they qualify for special education services. Special education services and accommodations to eligible children will be provided whether or not enrolled in the district.

<b><u>School District</u></b>	<b><u>Superintendent</u></b>	<b><u>Phone Number</u></b>	<b><u>School Website</u></b>
Pleasant Valley #62	Tracy Forck	(309) 679-0634	<a href="https://www.pv62.com">https://www.pv62.com</a>
Norwood #63	Jake Flowers	(309) 676-3523	<a href="https://www.norwood63.org">https://www.norwood63.org</a>
Bartonville #66	Brad Jockisch	(309) 697-3253	<a href="http://www.bgs66.org">http://www.bgs66.org</a>
Oak Grove #68	Loren Baele	(309) 697-0621	<a href="http://www.og68.org">http://www.og68.org</a>
Pleasant Hill #69	Lisa Weaver	(309) 637-6829	<a href="http://www.phill69.com">http://www.phill69.com</a>
Monroe #70	Darrick Reiley	(309) 697-3120	<a href="http://www.monroe70.org">http://www.monroe70.org</a>
Farmington #265	Zac Chatterton	(309) 245-1000	<a href="https://www.dist265.com">https://www.dist265.com</a>
Brimfield #309	Chad Jones	(309) 446-3378	<a href="https://www.brimfield309.com">https://www.brimfield309.com</a>
Limestone #310	Allan Gresham	(309) 697-6271	<a href="http://www.limestone.k12.il.us">http://www.limestone.k12.il.us</a>
LS Walters #316	Tim Dotson	(309) 697-3035	<a href="http://www.limestonewalters.com">http://www.limestonewalters.com</a>
IVC #321	Chad Allison	(309) 274-5418	<a href="https://www.ivcschools.com/">https://www.ivcschools.com/</a>
Elmwood #322	Chad Wagner	(309) 742-8464	<a href="http://www.elmwood322.com">http://www.elmwood322.com</a>
Peoria Heights #32	Eric Heath	(309) 686-8800	<a href="http://www.phcusd325.net">http://www.phcusd325.net</a>
Princeville #326	Tony Shinall	(309) 385-2213	<a href="https://sites.google.com/princeville326.net/pcusd326/home">sites.google.com/princeville326.net/pcusd326/home</a>
Illini Bluffs #327	Roger Alvey	(309) 389-2231	<a href="http://illinibluffs.com">http://illinibluffs.com</a>
Hollis #328	Byron Sondergrath	(309) 697-1325	<a href="http://www.hollis328.net">http://www.hollis328.net</a>

## SEAPCO RISE Program Overview

SEAPCO's transition educational program (SEAPCO RISE) is a community based program designed to assist students in the transition from school to adult life. The program is a collaborative effort between students and families, cooperating school districts, and adult service providers (DRS, EPIC, ICC, ect.). This program, for individual students, uses a person-centered approach in which the individual's needs and desires are designed by the student and his/her team. SEAPCO RISE addresses the following instructional areas: independent living, vocational-employment, social/leisure/recreation, and post-secondary opportunities.

### Mission

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

### Home District Information

Students participating in the RISE program must:

- Have completed high school graduation requirements
- Be age 22 and under
- Have a disability and IEP program placement of a transition program
- Enrolled as a STEP client
- On non school attendance days, students must participate in one of the following;
  - Unpaid work opportunity
  - Paid work opportunity
  - Day Program (i.e. EPIC, CWTC, TCRC)
  - College

Parents/Guardians are required to register their student(s) with their home school district. The home school district is responsible for the following:

- Registering the students and obtain transcripts from previous district,
- Maintain updated and accurate birth certificate, eye exam, dental exam, immunization records
- Issuing official transcripts and graduation diploma
- Providing transportation to and from school for students
- Students will follow the home school's graduation requirements
- All School Fees and waiver of school fees
- Maintain English Language Learner Education on site.

### Fees

All registration 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.

## Graduation

A student that is attending the RISE program may walk through the commencement ceremony with his/her class at the end of the student's "senior" year. The diploma will not be officially given if they are placed in SEAPCO RISE because the student cannot receive a diploma and continue to receive services. However, the student will receive his/her official diploma upon completion of the transition program.

### **Transitional Educational Program Objectives and Curriculum**

*(NOT every student will work on every skill. A student's curriculum will be individualized based on individual preferences, interests, strengths, and needs).*

#### Personal Finances

- Planning/Budgeting
- Money Management

#### Planning/Organizing/Scheduling

- Applied time concepts (face and/or digital watches)
- Time management
- Using a Planner (phone or paper)

#### Household Management

- Food preparation/consumption/clean up/organization
- Hygiene related to food preparation
- Reading directions or recipes

#### Grocery Shopping

- Following a budget
- Locating items in a store and asking for assistance when necessary
- Using comparison shopping techniques
- Paying for purchases using exact change or a dollar over

#### Social Skills Awareness

- Resolving co-worker/classmate relationship issues
- Initiating/maintaining, and ending conversations (in person and on the phone)
- Being aware of social etiquette

#### Eating out at a restaurant

- Counting out correct amount of money, figuring tips and taxes
- Staying within budget

#### Leisure and Recreation

- Using appropriate social etiquette while participating in group activities
- Identify recreation/leisure activities in the community

#### Agency Linkages

- Identify/Accessing agencies that could provide services needed in the future
  - Independent Living
  - Higher Education/Training
  - Vocational

## Self-Advocacy

- Speaking up for themselves
- Asking for help
- Facilitating their own IEP's

## Self-Determination

- Taking responsibility for themselves
- Having an active role in planning their future
- Decision Making
- Generalizing skills taught at RISE into other facets of life

## Career Development

- Filling out an application
- Applying for a job
- Interviewing for a job
- Problem-solving on the job
- Transitioning to a new job
- Collaborating with vocational rehabilitation
- Maintaining an updated resume

## Our Role as the Transitional Staff

- We work to help young adults and their families initiate access to community services and activities.
- We work with young adults who want to be active participants in the program.
- We provide options and assist the young adult in developing their own choices.
- We provide situations that create "real life" consequences.
- We allow the young adult to learn from their mistakes.
- We assist young adults in arranging their own transportation.
- We provide independent living skills training (based on the young adult's choice of skills).
- We document the progress that the young adult is making in the program.
- We engage in job development activities in the community.



## TRANSITIONAL EDUCATIONAL EDUCATIONAL RIGHTS AND RESPONSIBILITIES FOR STUDENTS

Educational placement in the SEAPCO Transition Program is specified by the student's IEP. Students placed in the program are expected to participate to the full extent during classroom instruction, community based instruction, and during additional program activities to ensure they are making educational gains. Students are expected to follow behavior expectations at school, on the bus, and in the community.

<u>I have the right to</u>	<u>I have the responsibility to</u>
<ul style="list-style-type: none"> <li>• Be treated with respect and understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others with respect and understanding</li> </ul>
<ul style="list-style-type: none"> <li>• Not be laughed at or made fun of by others</li> </ul>	<ul style="list-style-type: none"> <li>• Not laugh at or make fun of others</li> </ul>
<ul style="list-style-type: none"> <li>• Be safe in school and in the community</li> </ul>	<ul style="list-style-type: none"> <li>• Act safe in school and in the community</li> </ul>
<ul style="list-style-type: none"> <li>• Hear and be heard</li> </ul>	<ul style="list-style-type: none"> <li>• Listen quietly and wait patiently to talk</li> </ul>
<ul style="list-style-type: none"> <li>• Use SEAPCO materials and property</li> </ul>	<ul style="list-style-type: none"> <li>• Use SEAPCO materials and property correctly</li> </ul>
<ul style="list-style-type: none"> <li>• Have my materials and property respected</li> </ul>	<ul style="list-style-type: none"> <li>• Respect the materials and property of others</li> </ul>

### STUDENT AND FAMILY COMMITMENT EXPECTATIONS

*For the success of the student it is very important for the parent(s)/guardian(s),caregiver(s) to be involved and support the student's independence.*

RISE expectations include

- We focus on independence and providing students with the opportunity to problem solve and do things independently. Therefore, students should be practicing the skills they are learning at home and on the weekends.
- Assist in planning for the eventual exit of your young adult from school services to adult services.
- Part of the uniqueness of the program is that the young adult directs their own learning experience, and will need family support to reinforce these skills to help students reach their goals.
- Participating in parent education nights twice a year.
- Check the website, read notes sent home, and remain in contact through email/telephone calls
- Parent/Guardian will assist student with communication by:
  - o Communicating absences by 6:00 AM to district transportation
  - o Communicating absences to Amber Buss/Allison Borland at SEAPCO 697-0880
  - o Communicating absences to student's employer
- Students are expected to be independent out in the community, parents are not encouraged to attend.

## COMPONENTS OF TRANSITIONAL EDUCATIONAL PROGRAM

*(These components are individualized to meet the needs of each student)*

- Work in the STEP program
- Participate in class activities
- Maintain good attendance for both work and school
- Complete work
- Participation in IEP and transition planning
- Be willing to work towards becoming an independent adult
- Learn and manage an individual schedule
- Follow community norms
- Understand respect, responsibility, and teamwork
- Be prepared, with needed materials, for work and school

### Community Based Instructional Experiences

Students will be involved in daily community based instruction. Students are responsible for sharing their community schedules and activities with their families, guardians, and/or group home staff. This calendar of events can be viewed on the website, [seapcorise.com](http://seapcorise.com). The goal of community based instruction is for students to be independent in the community and families are not encouraged to attend.

### Staff Support and Fading

Students are working towards independence at home and in the community. Students will begin the year with much staff support and instruction throughout the day. However, staff will be gradually fading out their support as each student becomes more independent. As students progress through the program increasing their independent skills, a decision may be made by staff, students and families to fade out supervision during work experience or other activities.

### Program Expenses

Many of the learning activities that students choose to participate in will cost money. It will be the responsibility of each young adult and his/her parents to pay for the activities. The program will have many fundraisers throughout the year, and some of the activity cost will be covered by the program to help keep costs down.

Lunch will be prepared daily by the students. The lunch menu is available on the website. The cost for lunch will be \$2.50 per day. This will allow for the accurate purchase of needed food supplies, so students can make meals appropriate for the number of the students eating lunch each day. It is your student's choice to pay for lunch daily or bring lunch from home. Optional additional costs during lunchtime will be desserts \$1.00 and chips \$.50. If the student cannot afford lunch for that day or forgets their lunch, a peanut butter and jelly sandwich will be provided free of charge.

\*Students and staff who are sick or have infected lesions will be excluded from lunch preparations.\*

### Cell Phone Guidelines

Cell phones will be permitted at RISE during educational time at the teacher's discretion. These opportunities will be taught and explained to the students in advance. Phones will be allowed during the following times always: before school, after school, and during lunch. Use of personal music players and electronic games is limited to free time only (before and after school). If a student demonstrates improper use, individual arrangements will be made to ensure that they follow guidelines for cell phone usage.

If you need to reach your child in an emergency situation, please contact SEAPCO RISE at 697-0880 extension 291, they will not have access to their personal phones most of the school day.

### General Building Conduct

The following rules shall apply, and failure to abide by the rules may result in disciplinary consequences:

1. Students shall not be verbally or physically aggressive towards staff or peers
2. Students shall not deface or destroy school property
3. Water guns, play guns, and/or real guns are not permitted at school or on school property
4. No weapons or look-alike weapons of any kind are permitted at school or on school grounds.
5. No drugs, alcohol, or tobacco are permitted on school grounds
6. Sexting will not be tolerate

## **SECTION 2: SEAPCO HANDBOOK**

- Discipline code
- Health, safety, and wellness
- Equal educational opportunities
- Medication policy
- Education of homeless children
- FERPA Notice
- Medicaid reimbursement notice
- SOPPA notice
- Title 1: Right to know notification
- Title IX: Grievance procedure
- Student privacy protections
- Bus transportation procedures and conduct
- Sleeping, running away, AWOL
- Attire/proper dress
- Care of property
- Tobacco, alcohol, drug
- Harassment, bullying, street gangs, secret societies
- Weapons
- Search policy
- OSS/ISS
- Reciprocal agreement
- Student usage of media
- Student internet policy
- Chromebook agreement

## DISCIPLINE CODE

SEAPCO employs a variety of disciplinary measures to maintain a safe educational atmosphere. Students who display undesirable behavior are disciplined to help correct such behavior and to help them develop self-discipline. When a student is involved in a disciplinary action, the student will be afforded individual attention in a constructive manner. Discipline procedures will follow the due process of law, including providing for appeals to other school authorities. For additional support, parents are informed of disciplinary action to enable the home and the school to work together to correct such behavior. Students must understand that any staff member has the authority to correct misconduct at any time.

### Philosophy of Student Discipline

Two principles govern all rules:

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	Parent conferences
Peer mediation	Denial of privileges
Removal from class	Suspensions

### Behavior Management /Intervention Program

The opportunity to learn is a right of every child. The program at SEAPCO 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 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.

Please refer to the Procedural Safeguards and Parental Rights.

### 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.

### Aggressive Behaviors - Verbal and/or Physical Aggression

Students are prohibited from engaging in aggressive behavior that may reasonably produce physical or physiological harm to another person. The administration 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 SEAPCO's authority to impose any discipline 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.)

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.

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 discipline actions: suspension and/or referral to the Bartonville Police Department for a charge of Disorderly Conduct and/or Battery.

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.

## ATTENDANCE

Regular attendance in school is one of the major ingredients for success. Consistent attendance and punctuality are also characteristics that are valuable for success in future endeavors. Parents can assist us by encouraging their students to attend school regularly.

According to section 26.2A of the Illinois School Code, the only legal reasons why a child may be absent from school are:

1. Illness
2. Funeral
3. Observance of a religious holiday
4. Family emergency
5. Circumstances which cause reasonable concern to the parent or guardian for the safety of health of the student
6. Other situations beyond the control of the student, as approved by the superintendent, principal or designee.
  - a. Example: pregnancy or health issue may require a 504 to work on remote learning, after school tutoring, and/or changes to make up work policies set by classroom teacher
  - b. Example: COVID + may require quarantine learning protocols set up by guidance counselor or administrator

**\*\*\*AFTER SEVEN ABSENCES, OR AFTER THREE CONSECUTIVE DAYS ABSENT, STUDENTS WILL NEED A DOCTOR'S NOTE OR THE ABSENCES WILL BE CONSIDERED UNEXCUSED.**

### Excused absences

A child may be absent from school because of illness, observance of religious holiday, funeral, family emergency, situations beyond the control of the student or such other circumstances which cause reasonable concern to the parent for the safety or health of the student. Excused absences will be given for the absence with valid cause. This includes any absence due to "the mental or behavioral health of the student." Schools must excuse students for mental or behavioral health-related reasons for up to 5 days before a medical note is required.

### Unexcused Absences

Reasons for unexcused absences shall include truancy, failure to have proper verification to explain an absence and any unauthorized departure from the building. Parents and students should be aware that any absence from school other than those listed in the excused or pre-arranged absence category are not acceptable and regarded as unexcused. Examples are, but are not restricted to the following: car repairs, shopping, over-sleeping, haircut, getting a driver's license or phone messages saying that the student is "not in," "absent," or "not coming," etc. are not valid reasons for missing school.

Truancy A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

## Parent Teacher Conferences and Meetings

In accordance with the Illinois School Visitation Rights Act, if a parent/guardian's employer wants documentation for time off from work that has been granted to you to attend a "necessary educational or behavioral conference," you can request a form from the school's office to verify this.

## Sick Policy

Students should not attend school when they are ill. A student with a fever of 100 or higher will be sent home. A student who vomits will be sent home. Students will not be permitted to return or 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.

## Personal Possessions

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

## Video/Audio Monitoring System

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. A video recording can only be made in a classroom with parent notification. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

# **HEALTH, SAFETY & WELLNESS**

## First Aid

First aid will only be administered for minor injuries. Parents/Guardians will be contacted if an injury needs medical attention. All medicines/supplies must be given to the teacher upon arrival at school.

## Crisis Response Policy

Please access SEAPCO's crisis response policy through the office.

## 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 canceled 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. All news outlets reporting closures will list our school as SEAPCO.

### Tornado Warnings and Severe Weather Procedures

The SEAPCO 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.

### Food Allergy Management Program

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building administrator.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### 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

### Pesticide Application Notice

SEAPCO maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the SEAPCO Secretary 309-634-2209.

### Monitoring Equipment

In order to ensure the health, safety, security, and welfare of all students and staff at SEAPCO, 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.

### Sex Offenders

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

- A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the building principal of his or her presence at the school, or
- Has permission to be present from the school board, superintendent or superintendent's designee. If permission is granted, the superintendent or board president shall provide the details of the offender's upcoming visit to the building principal.

In all cases, the superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

If a student is a sex offender, the superintendent or designee shall develop guidelines for managing his or her presence in school.

Parents wishing to obtain information regarding sex offenders should visit the Illinois State Police website at: <http://www.isp.state.il.us/sor/>.

### Erin's Law

Erin's Law, which mandates schools to provide sexual abuse prevention education, passed in the State of Illinois in 2011. SA 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>

### Faith's Law: Sexual Abuse Response and Prevention Resource Guide

Faith's Law is named after prevention advocate and child sexual abuse survivor Faith Colson, who graduated from an Illinois high school in the early 2000s. Faith's Law was passed by the Illinois General Assembly as two separate pieces of legislation. The first legislation established the definition of sexual misconduct within the Illinois School Code and outlined the requirements for schools to develop and post employee code of professional conduct policies. The second legislation adds employment history reviews as part of the hiring and vetting process for schools and school contractors, requires notices to be provided to parents/guardians and the applicable student when there's an alleged act of sexual misconduct, and makes other changes to the process schools must follow when handling allegations of sexual misconduct. As a result, ISBE has developed a resource guide that is available on its website ([www.isbe.net](http://www.isbe.net)) and includes guidance for pupils, parents or guardians, and teachers about sexual abuse responses and prevention resources available in their community, including the contact information of entities that provide services for victims of child sexual abuse and their families.

The Sexual Abuse Response and Prevention Resource Guide can be found on the Illinois State Board of Education website ([www.isbe.net](http://www.isbe.net)) at:

<https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf#search=faith%27s%20law>

### 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 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 Kerry Klesath or Dave Ptak, administrators for SEAPCO, to Dave Ptak, Title IX/Non-Discrimination Coordinator, or to the Director of the Office for Civil Rights, Washington, D.C.

### **Equal Educational Opportunities**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure. Gender Equity: No student shall, on the basis of gender, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities. Any student may file a gender equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, therefore, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

## Medication Policy

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the Association's procedures on dispensing medication.

No Association employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

### Self-Administration of Medication

A Student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Director or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The Association shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the Association and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or medication required under a qualifying plan.

### Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
  - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
  - b. Copies of the registry identification cards are provided to the Association;
  - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*; and

- d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
1. A properly trained school nurse or administrator, who shall be allowed to administer the medical *cannabis infused product* to the student on the premises of the child's school at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
2. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the Association or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The Association may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

#### Void Policy

The Association Supply of Undesignated Asthma Medication Section of the policy is void whenever the Director or designee is, for whatever reason, unable to: (1) obtain for the Association a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the Association's prescription for undesignated school asthma medication.

#### Administration of Undesignated Medication

Upon any administration of an undesignated asthma medication, the Director or designee(s) must ensure all notifications required by State law and administrative procedures occur.

#### Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the Association for the availability of undesignated asthma medication. This policy does not guarantee the availability of undesignated medications. Students and their parent(s)/guardian(s) should consult their own physician regarding these medication(s).

LEGAL REF.: 105 ILCS5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.

410 ILCS130/, Compassionate Use of Medical Cannabis Pilot Program Act, and  
scheduled to be repealed on July1, 2020.

720 ILCS550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

CROSSREF.: 7:285 (Food Allergy Anaphylaxis Prevent, Response, and Management Program)

## Guidelines/Protocols for Medication Administration at SEAPCO (updated 6-2022)

The purpose of administering medications during school hours is to help each student maintain an optimal state of health that may enhance his/her education. The administration of medication to students should be discouraged unless absolutely necessary for the student's health. The medications shall be those required during hours which are necessary to maintain the student in school and those needed in the event of an emergency.

The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration of medications for those children who require them.

Medications should be limited to those required during school hours which are necessary to maintain the student in school and those needed in the event of an emergency.

1. The program for administration of medications to children in school has been developed and will be managed by either the certified school nurse or a registered nurse.
  - A. Medications may be administered to a student by school staff who are not a Registered Nurse (RN), Licensed Practical Nurse (LPN), or school administrator if related to a medical emergency being experienced by a student at the time the medication is administered.
  - B. Medications may be administered to a student by school staff who are not an RN, LPN, or school administrator under the Care of Students with Diabetes Act [105 ILCS 145].
  - C. Medications may be administered to a student by trained school staff who are not an RN, LPN, or school administrator under the delegation authority of an RN by the school district and under the regulations of the \*\*\*Illinois Nurse Practice Act [225 ILCS 65].
  - D. The Certified School Nurse, Registered Nurse, School Administrator, or other training program, shall train staff designated to provide medication administration. Documentation shall be kept of school staff who have received medication administration training.
  - E. All medications given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. This will include:
    1. Prescription medications for any route (oral, rectal, topical, etc.).
    2. Over the counter medications (even those on an "as needed" basis such as Ibuprophen or Acetaminophen).
    3. G-tube formula and water boluses, nebulizer treatments, wound care, and chest treatments.
    4. Supplemental oxygen.
2. No prescription or non-prescription medication shall be given to a student by any employee of the District unless the following have been received in the school where the medication will be administered:
  - A. Medication Authorization Form completed by the student's physician and signed by the parent/guardian. A Medication Authorization form is required for prescription and non-prescription medications recommended by the physician. Medication forms must be completed annually.
    1. Written instructions should include: student's name, date of birth; licensed prescriber's name, signature, phone number, emergency number; name of medication, dosage, route of administration, frequency and time of administration; diagnosis or reason the medication is needed, list of adverse effects that may be reasonably expected, and effective dates (limited to one school year).
  - B. Medication must be brought to the school by the parent/legal guardian, in a pharmaceutical container clearly labeled with the student's name, medication name, prescriber's name, date, pharmacy name or initials, and pertinent instructions for administration—administration route, and dosage.
  - C. All over the counter medications shall be brought in with the manufacturer's original label with ingredients listed, recommended dosage, and the student's name on the container.

3. All medications are kept in the school office and/or nurse's office. Students are not allowed to carry medications. This includes cough drops. There are exceptions to the rule which includes inhalers used to treat Asthma, Epinephrine auto injectors, and diabetic medications/supplies may be carried and self-administered by the student after required authorization forms signed by the Doctor and Parent are on file.
  - A. Medications must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration must be kept in a locked refrigerator preferably separate from food products.
  - B. Emergency medications will be stored in a reasonably accessible location (student's classroom, nurse's office, main office) in a secure but unlocked area. Staff should be aware of the storage locations. Students may be allowed to carry their own emergency medication when appropriate. An individual is identified to maintain a schedule for tracking medication status and expiration dates of emergency medications.
  - C. Students may self-carry albuterol inhalers and epinephrine auto-injectors if they have a medical order and have been instructed by their health care provider or district nurse in the correct and responsible way to use such medications. A variety of factors should be assessed by the school nurse in determining when a student should self-carry and administer life-saving medications. These factors include, but are not limited to the following:
    1. Desire to carry and self-administer.
    2. Appropriate age, maturity and/or developmental level.
    3. Ability to use correct technique in administering the medication.
    4. Willingness to comply with school/program rules about the use of the medication while in the setting.
    5. Parent/Guardian desire for students to self-carry and self-administer.
    6. Awareness of program policies and parent responsibilities.
    7. Parent commitment to ensuring that the child has the medication, medications are refilled when needed, and medications are not expired.
    8. Provision of back-up medication for emergencies.
    9. Availability of trained staff while children are in the program setting.
    10. Ability to disseminate information about medication use to all staff who need to know.
    11. Communication system to contact appropriate staff in case of a medical emergency.
    12. Opportunity for the school nurse to assess a child's status and technique.
    13. A physician and parents should sign permission for students to self-carry emergency medications.
  - D. Parents are responsible for supplying the prescription or non-prescription drug for their child.
4. An accurate and confidential system of record keeping must be maintained each time a medication is administered.
  - A. An individual Medication Record is to be established for each student which will include date, time, dosage, initials of individual dispensing medication, extension or disruption of medication, any changes, description of reactions experienced by the student or errors made in the administration of the medication. Medication and treatment sheets are part of the pupil's record.
  - B. The parent/legal guardian, school administrator, and school nurse or registered nurse must be notified of a problem or error in dispensing medication. An Incident Report should be completed. A medication error is any situation that involves any of the following:
    1. Forgetting to give a dose of medication.
    2. Giving more than one dose of the medication.
    3. Giving the medication at the wrong time.
    4. Giving the wrong dose.
    5. Giving the wrong medication.
    6. Giving the wrong medication to the wrong child.
    7. Forgetting to document the medication.



5. For controlled substances, the nurse, school office personnel, or other staff shall verify the amount of medication delivered by counting individual units of medication in the presence of either the adult who delivers it or another school personnel. School officials and/or adults delivering medication shall document verification of the medication count by initialing the medication administration form.
  - A. Controlled substances include opiates, glucagon, opioid antagonists, stimulants, depressants, hallucinogens, and anabolic steroids.
  - B. Controlled substances shall be counted and reconciled each month with verification by the nurse or other school personnel. The amount of medication and initials of personnel who verified medication count shall be documented on medication administration form.
  - C. Controlled substances shall be stored in a locked container or drawer. Controlled substances and other drugs at risk for abuse or sale to others are not appropriate for self-carry by the student.
  
6. Administration of Medical Cannabis at school. The SEAPCO school policy on Cannabis along with the medication guidelines/protocols should be followed regarding administration methods, acceptable written authorizations, before –and after-school care, bus transportation and school-sponsored activities, providing supply of product, and storage, supply, and accessibility.
  - A. School nurses (PEL) and school administrators must complete the ISBE Medical Cannabis – Infused Product Administration Training annually prior to administering medical cannabis infused products to students.
  - B. The school must maintain records related to the training curriculum and of the school nurses or school administrators who have completed the training.
  - C. The parent/guardian must provide a copy of the student’s registry identification card.
  - D. A *School Medication Authorization Form – Medical Cannabis* must be signed by the parent/guardian.
  - E. The medical cannabis infused product administered either by a school nurse or administrator or self-administered under the supervision of a school nurse or administrator must always be stored with the school nurse in a manner consistent with the storage of other student medication at the school. The product is to be accessible only by the school nurse or a school administrator.
  - F. Most common routes of administration: Oral route (edibles, gummies, food products), Sublingual route (dissolved under the tongue), Cutaneous route (topical), Transdermal route (patch).
  - G. Staff must ensure student confidentiality by revealing only necessary health concerns and only to those individuals whose knowledge may affect the student’s health.
  
7. Approximately two weeks prior to the end of school, parents will be notified in writing to pick up any remaining unused medication. The parent/guardian shall pick up unused portions of medications within five (5) business days after the completion of the school year or when medications have been discontinued. Medication/treatment supplies will be destroyed if they have not been picked up after five (5) business days after the completion of the school year.
  - A. Medications that have not been picked up by the parent, once notified by staff, must be disposed of by:
    1. Take unused, unneeded, or expired medications out of their original containers to dispose of them.
    2. Document on the Medication Log or Disposal Log the date, time, child’s name, name of medication, number of pills/doses left, and the signature of the RN or staff person and witness.
  
8. Field Trips: The following applies to any school sponsored activity, including: field trips, athletics, student groups or clubs, and any overnight events/field trips where a student has a medication or file that may need to be given.

- A. Before the Field Trip: At least one school personnel must have been successfully trained in medication administration depending on the medication needs of the students. Training documentation should be on file.
- B. Day of the Field Trip: The school administrator or his/her designee assigned to administer student prescribed medications shall:
  1. Document the following items on an envelope with the school's return address on it: Name of the student, name of the drug, dose, approximate time it is to be taken, and instructions pertinent to administration of the medication.
  2. Place one medication dose in an envelope (if a student requires more than one medication while on a field trip, place each dose in a separate envelope).
  3. Securely tape the envelope containing the prescribed medication to prevent loss of the medication.
  4. Ensure that the responsible person in charge of the care of the student on the field trip knows who to contact should an emergency occur.
  5. Explain to the individual who will be administering the medication(s) on the field trip that he/she must follow the procedures listed below:
    - a. Completely fill out the label attached to the student's envelope containing the prescribed medication(s).
    - b. Take the envelope to the school office to the administrator or his/her designee in charge of student prescribed medication(s) and record keeping immediately upon return from the field trip.
- C. After the Field Trip: The school administrator or his/her designee who is assigned to administer student prescribed medications during the field trip will be responsible for the following:
  1. Transfer all information from the field trip prescribed medication envelope label to the student's medication records.
  2. Place his/her name and initials in the appropriate area under the regular school day designee(s) name.
  3. If the information is being recorded by someone other than the individual who gave the prescribed medication to the student(s), place the documenter's initials after their name and initials (e.g. Jane Doe/J.D.-W.T.) and keep the field trip medication envelope on file until the end of the school year.

### **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.
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 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. 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 I: Right to know notification**

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT TO KNOW, SEAPCO is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher.

This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

## **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.
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 18<sup>th</sup> 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 home district 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.

## **Student Privacy Protections**

### Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

### Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

## **Bus/Transportation Procedures & Conduct**

Safety is the number one priority on our school buses. This means rules must be enforced and followed. All children riding our school buses will be expected to follow all rules and regulations. 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. District transportation may have video surveillance on their vehicles.

Parents/Guardians will be informed of inappropriate student bus behavior. Parents/Guardians are encouraged to discuss bus safety and appropriate behavior with their young adult regularly during the year. There may be discipline consequences enforced at SEAPCO for bus violations. (See student's home-district policy.)

In the event of an emergency, stay on the bus and await instructions from the bus driver.

### Rules and Regulations

- Students are to be at the bus stop 5 minutes prior to their assigned pickup times to allow the bus to maintain its schedule.
- Students waiting for the bus should be off the road and out of danger of passing vehicles.
- If students must cross the road at a discharge point, each student should wait on the shoulder until the driver signals the students to cross.
- Students must wait until the bus comes to a complete stop and the door is open before attempting to board the bus.
- Students boarding the bus should do so in an orderly fashion, refraining from pushing and shoving.
- Students must remain in their seats while the bus is in motion.
- The bus must come to a complete stop before students leave their seats.
- Students should never change seats while the bus is in motion.
- Hands and heads must be kept inside the bus at all times, but out of the aisle.
- Each student should assist in keeping the bus clean and sanitary by not dropping paper, etc. on the floor.
- Students are to refrain from loud talking and laughing or unnecessary confusion that may divert the driver's attention from the road.
- Books, band instruments, and all other objects must be kept out of the aisles.
- Students should never throw any articles (papers, books, clothing etc.) either while on the bus or out of the bus.
- All talking, etc. must stop when a bus approaches and crosses a railroad crossing.
- Students are to obey the drivers' requests promptly.
- Drivers will not stop at places other than the student's regular drop point.
- Each student is to ride his/her assigned bus and may not ride a different bus to a different destination.

The privilege of riding the bus is dependent upon good behavior and observance of the rules and regulations. The purpose of these rules is to provide a safe and enjoyable bus ride for all. Bus drivers are required to report any student who violates these rules and regulations to the principal. Bus misconduct

notices indicating either "warning" or "suspension from the bus" are issued to students by a designated building administrator. Students who are suspended from riding the bus must be present in school on the suspension days.

### **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.

### **Running away/AWOL**

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

SEAPCO 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.

### **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.

#### Dress Code

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 midribs, 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.

11. Other attire deemed inappropriate by the administration shall be prohibited

### **Jett Hawkins Law**

SEAPCO RISE conforms with Jett Hawkins Law (Illinois Public Act 102-0360) which prevents schools from prohibiting hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locs, and twists.

### **Care of Property**

SEAPCO 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.

Purposeful destruction of 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.

### **Tobacco Products/Look-A-Like Substances**

SEAPCO 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 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.

### **Harassment**

Harassment includes, but is not limited to race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. All students, employees, and other members of the school community are expected to avoid any behavior or conduct toward any person who could be interpreted as harassment. Any student who feels that harassment has occurred should notify a Dean, nurse, Social Worker, Administrator, teacher, or school employee, and it will be handled in a confidential manner.

Sexual Harassment will not be tolerated at SEAPCO. Any inappropriate touching to students or staff shall result in one or more of the following options: loss of privileges, detention, suspension, expulsion and/or referral to the Bartonville Police Department. Sexting will not be tolerated.

### **Bullying Policy**

SEAPCO 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.

- Emotional Bullying: Engage in teen dating violence or emotional distress
- Cyber Bullying: Using the internet or electronic paging 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 are encouraged to 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)

Public Act 103-0047 (eff. June 9, 2023) requires school districts, charter schools, and non-public, non-sectarian elementary and secondary schools to inform parents/guardians of all students involved in the alleged incident of bullying within 24 hours after the school's administration is made aware of the students' involvement in the incident, and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school must make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.

### **Street Gangs/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.



## **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.

## 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 and as such may be searched upon reasonable cause. Students should not have the expectation of privacy with regard to any SEAPCO 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).

## **Out of School Suspensions & In School Suspensions**

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.

### Procedures for Appealing Suspensions

If the student's parents or guardians do not believe suspension is warranted or that the student is innocent of the charges, they may request an informal hearing with the principal to appeal the suspension. At the request of the student's parents or guardians, a hearing will be conducted by the principal to review the suspension.

At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the principal and may be represented by counsel. If the principal conducts the hearing, he/she shall issue a written report that makes a recommendation regarding the issue of guilt. The principal shall also hear evidence on whether suspension is appropriate in the event the student is guilty of the offense with which he or she was charged, and the principal's report shall make a recommendation regarding the appropriateness of suspension to the School Board. If the Board conducts the hearing, the Board shall decide the issue of guilt and hear evidence

on whether suspension is appropriate. After a hearing before the principal and upon receipt of the principal's report, the Board may take such action as it finds appropriate.

### **Reciprocal Agreement**

SEAPCO 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.

### **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 Acceptable Internet Use Policy**

SEAPCO 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 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 without a signed Internet Use Agreement

## SEAPCO Student Pledge Chromebook Use

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.

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.

## One-to-One ChromeBook Device Agreement

### 1. Receiving and Returning Your Chromebook

- 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.
- 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.

### ● Taking Care of Your Chromebook

- General Precautions ***District owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.***
  - 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.
  - 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.
- 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.
- 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.
  - 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 antistatic, or microfiber 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.

- 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.

- 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.

- 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.

- 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.

- 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.
  - 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
  - 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.
  - 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.
- 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.
  - Software (Apps/Extensions) on Chromebooks
  - 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.
  - 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.
  - Virus Protection
 

Virus protection is unnecessary on the Chromebook.



- 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.
- 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.
- 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.
- 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.
- 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.
- 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 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.
  - 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.
- Protecting and Storing Your Chromebook
  - 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
    - Students should not remove labels and/or serial number labels that are placed on the device or protective case.
  - 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.
  - 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.
- Repairing/Replacing Your Chromebook
  - 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.
  - 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

### 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
- 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 Chromebook Agreement

This agreement refers to all SEAPCO owned 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.

**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.

**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.

**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.

**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.

**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.