

Lafayette Academy / ARC  
Program Handbook  
2022-2023

---



409 Hardin St., Jacksonville, IL 62650  
School: 217-243-8438 Email: [afink@roe1.net](mailto:afink@roe1.net)  
TAOEP/RSSP funded

## School Asbestos Management Plan

The school Asbestos Management Plan required by the Federal Government was completed and submitted to the Illinois Department of Public Health in 1989. Recommendations in the plan have been accepted by the School and the state. A copy of the Asbestos Management Plan is on file in the school office and is available for inspection during normal business hours. The tri-annual re-inspection has been completed and is on file in the School Management Plan. Six-month periodic surveillance requirements and additional re-inspections will be completed as required by Federal regulations.

### **ROE #1 LAFAYETTE ACADEMY / ARC 2022-2023 SCHOOL CALENDAR**

August	17	1 <sup>st</sup> Day of Student Attendance (Semester 1)
September	5	No School - Labor Day Holiday
September	21	SIP Day - 12:10 Dismissal
October	6	Early Dismissal - 1:15 PT Conference
October	7	No School - Parent Teacher Conference
October	10	No School - Columbus Day
October	14	End of Quarter 1
October	19	SIP Day - 12:10 Dismissal
November	8	No School - Election Day
November	16	SIP Day - 12:10 Dismissal
November	23 - 25	No School - Thanksgiving Break
December	21	End of Quarter 2 - 1:15 Dismissal
December	22 - Jan. 3	No School - Winter Break
January	4	1 <sup>st</sup> Day of student attendance (Semester 2)
January	16	No School - Martin Luther King Day
January	25	SIP Day - 12:10 Dismissal
February	16	Early Dismissal - 1:15 Dismissal
February	17	No School - Parent Teacher Conference
February	20	No School - Presidents Day
March	1	SIP Day - 12:10 Dismissal
March	10	End of Quarter 3
March	29	SIP Day - 12:10 Dismissal
April	3 - 10	No School - Spring/Easter Break
May	10	SIP Day - 12:10 Dismissal
May	22	End of Quarter 4 - 1:15 Dismissal

# **Table of Contents:**

<b><u>Item</u></b>	<b><u>Page</u></b>
School Calendar .....	2
Staff Listing .....	4
Introduction .....	4
Health Emergency Procedure .....	5
Mission Statement .....	6
Enrollment Requirements - Semester Goals .....	6
Academics .....	7-8
I. Instructiona service disclaimer	
II. Class structure	
III. Credits	
IV. Parent teacher conferences	
V. Credit aquisition	
VI. Early graduation	
VII. Shortened schedule	
VIII. Driver’s education	
IX. Grading standards	
X. Exam exempt policy	
XI. Academic eligibility	
XII. Work study credit	
<b>Attendance .....</b>	<b>9-10</b>
I. State attendance expectations	
II. Daily schedule	
III. Absences	
IV. Reporting an absence	
V. Notification procedure	
VI. Tardy policy	
VII. Release of students	
VIII. Visitation policy	
IX. School Cancellations	
X. Pregnant teens	
<b>Behavior .....</b>	<b>11-14</b>
I. Positive reinforcement system	
II. Student behavior policy	
III. Misconduct points	
IV. Prohibited student conduct	
V. Progressive discipline steps	
<b>Policies and procedures .....</b>	<b>15-26</b>
I. Bus Transportation	
II. Fines, fees, and charges	
III. General fees	
IV. Supply list	
V. Lunch information	
VI. Dress code policy	
VII. Hooded clothing policy	
VIII. Locks and lockers	
IX. Cell phones and other electronic devices	
X. ROE#1 Drug free school policy	
XI. Search and seizure	
XII. Reasonable suspicion	

- XIII. Food and beverage policy
- XIV. Computer and internet policy
- XV. Attendance center policy
- XVI. Prescription and non prescription medication
- XVII. Life saving equipment and service
- XVIII. Notification of accident or injury
- XIX. Procedure for restrictive medical aides
- XX. Emergency drills
- XXI. Restitution
- XXII. Sexual harrassment policy
- XXIII. Directory information: FERPA
- XXIV. Student records
- XXV. Community service requirement
- XXVI. Field trip policy
- XXVII. School visitation rights
- XXVIII. Teacher qualifications
- XXIX. Equal opportunity and sex equity
- XXX. Accommodating individuals with disabilities
- XXXI. Sex offender notification law
- XXXII. Pesticide application notice
- XXXIII. Homeless child's right to education

### **Lafayette Academy Staff**

<b>Chip Marshall</b>	<b>Principal</b>
<b>Amy Liefer</b>	<b>Office Manager</b>
<b>Debbie Ervin</b>	<b>Student Services</b>
<b>Debi Anders</b>	<b>Program Assistant</b>

### **Lafayette Academy Faculty**

<b>Alexander Jedlicka-Kriz</b>	<b>Classroom Teacher</b>
<b>Austin Warner</b>	<b>Classroom Teacher</b>
<b>Tammie Brown</b>	<b>Independent Study Tutor</b>
<b>Marybeth Young</b>	<b>Independent Study Tutor</b>

### **Introduction**

This handbook has been compiled to provide parents and students with the information they will need to experience maximum success while enrolled in the Lafayette Academy or ARC. The Lafayette Academy - ARC Team is here to provide the tools needed for success. Students, however, must be willing to pick-up these tools and use them. Respect and cooperation are essential factors in the formula for success.

The Lafayette Academy/ARC program serves students who have had truancy or behavioral related issues at their home school and have been referred with the anticipation that obstacles, which may have prevented their success while attending their home district school, might be minimized. Program success is dependent upon three key elements: Academics, Attendance, and Behavior

This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

## **Health Emergency Procedures**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## MISSION STATEMENT

The Lafayette Academy/ARC team is committed to fostering a positive and safe environment where:

**All teachers are able to teach and all students are able to learn.**

The following are priorities of the Lafayette Academy/ARC program team:

- 1. Assessing each student's needs.**
- 2. Meeting each student's needs.**
- 3. Equipping each student for future success**

Each day, the Lafayette Academy/ARC Faculty will model appropriate behavior, practice effective communication, and work to develop a respectful relationship with all students.

## Enrollment Requirements – Semester Goals

### **Academics Attendance Behavior**

Enrollment in the Lafayette Academy or ARC program is a privilege awarded to those students who choose to make an effort to improve their educational situation. Passing Grades, regular attendance, and appropriate behavior will guarantee their success. Students who come up short in any one of these three areas will limit their ability to succeed. The primary responsibility of seeing one's name listed among the program graduates at the end of each semester depends mainly on each student and their ability to stay focused in these three areas.

Students in the Lafayette Academy or ARC program will each have independent goals for their progress that are developed at the time of their intake with our guidance office. All students will also be required to meet three school wide goals to maintain their enrollment at Lafayette Academy or ARC for each new semester. Please know that enrollment at Lafayette Academy is on a voluntary basis and that while initial enrollment will be granted to most students, continued enrollment is based on that student's performance, and is ultimately that student's responsibility. A student's ability to maintain enrollment at Lafayette Academy is determined by that student's performance in the areas of **academics, attendance, and behavior**. Below are the goals that we have set for student performance. Students will be required to meet their attendance goal and one of the other two goals each semester to maintain their eligibility to enroll at Lafayette Academy for the next semester. Students who fail to meet the attendance goal and one other goal will be referred back their home school for the next semester. Re-entry into the Lafayette Academy program for students that were referred back to their home school will be based on meeting two of these same goals in their home school program. Student goals are as follows:

- **Academic Goal - Students will earn a minimum of 3 credits each semester.**
- **Attendance Goal - Students will maintain 90% or better attendance each semester.**

Absences will accumulate in half or full day segments in compliance with state statutes. Students may make up 4 excused absences by working on Edgenuity classes outside of school hours. (320 minutes = 1 day) **\*\* Students who fail to meet this attendance goal will be referred back to their home school for the next semester.**

- **Behavior Goal - Students will earn fewer than 40 misconduct points each semester.**

## ACADEMICS

The first ingredient to the schooling success formula is Academic Achievement and Credit Acquisition. Upon enrollment, each student agrees to make steady progress towards their graduation requirements. While attempts are made to address student's special needs when creating the policies and guidelines that govern the program, each student is responsible for completing the work required to the satisfaction of the classroom teacher and their respective home district before the student may graduate. Therefore, should a student be excused absent from class for any reason, it will be the responsibility of the student to make up the missed class work before or after school. It is not the teacher's responsibility to re-teach all of the missed instruction during subsequent regular class periods. Neglecting to make up assignments may result in failing to obtain a grade average of 70% or above, which is needed to pass and receive credit for a class.

All students enrolled in the Lafayette Academy or ARC will be expected to earn at least 3 of the 4 credits offered each semester to maintain their enrollment in the program for the next semester.

### **I. Instructional Services Disclaimer:**

Although the Lafayette Academy is designed to serve the educational needs of a diverse population of 9<sup>th</sup>–12<sup>th</sup> graders who have had a history of truancy and truancy related needs, it is NOT designed to be everything for everybody. Therefore, special needs students with an active IEP, students coming from a DOC facility, and/or students with severe drug or alcohol problems will NOT be considered viable candidates for the program. They may, however, be a candidate for The Regional Safe School or a district sponsored special education program.

### **II. Class Structure / Report Cards:**

Lafayette Academy/ARC has four grading periods each year. These grading periods will each consist of four block style 80 minute long classes. These classes will be equivalent to a traditional semester-long class and allow students the opportunity to earn two credits each quarter and ultimately eight credits over the course of one year at Lafayette Academy. Additionally, parents are encouraged to monitor their student's progress throughout each quarter by staying in contact with the home room teacher and discussing progress with their student on a regular basis.

### **III. Credits:**

1. Credits are earned by successfully completing Edgenuity classes with a grade of 70% or higher.
2. Progress reports will be sent to each student's home school at the end of semester listing the credits earned for that semester.
3. Once a student has earned the necessary credits required for graduation by their home school district they will be allowed to participate in commencement and receive their high school diploma, which will be issued by their home school.

### **IV. Parent Teacher Conferences:**

Parent/Teacher Conferences are held twice per year, once in the fall and once in the spring with a morning and evening session available at each. Conferences will be used to review each student's progress toward the goals developed on their IOEP at their intake meeting. While conference participation is encouraged for all students who are failing to meet program enrollment requirements will have mandatory meetings. These meetings will be scheduled 1 to 2 weeks prior to the meeting date.

### **V. Credit Acquisition:**

Credit may be earned in the following manner:

1. Successfully complete an Edgenuity Independent Study Course with a grade of 70% or higher and receive ½ credit

2. Successfully complete a full semester in the Lafayette Academy Work Study Program for ½ credit
3. Successfully complete an in-house work study assignment and earn ¼ credit
4. Successfully complete a student government (Student Council) for ¼ credit

## **VI. Early Graduation:**

Seniors who have completed all graduation requirements at the end of their seventh semester may elect to be an early graduate. They must have applied for early graduation through their home school and have been approved before December 1<sup>st</sup> of their senior year. Early graduates will receive their diplomas at Commencement ceremonies in May/June.

## **VII. Shortened Schedule:**

A shortened schedule for those students close to meeting graduation requirements will only be allowed second semester of a student's Senior year and through the approval of both the home school and Lafayette Academy administration, if deemed necessary, and is in the best interest of the students. The student must attend at least ½ day. No student will be allowed a shortened schedule during the first semester of their senior year.

## **VIII. Driver's Education:**

Lafayette Academy does not offer Driver's Ed. Students must return to their home school to take both the classroom and driving portion (which is generally completed after school). Students must have passed a total of 8 classes the two previous semesters and must be at least 15 years of age by the cutoff days to take driver education: 1<sup>st</sup> semester – November 30<sup>th</sup>, 2<sup>nd</sup> semester – April 30<sup>th</sup>, summer- August 31<sup>st</sup>. Students cannot receive credit in the driver education classroom phase if they have missed more than two classes. However, it is possible that student may miss more times due to illness, death in the family, etc., and the absence would not be their fault. In a case such as this, students can make up as many as three classes after school. Therefore, students who miss no more than five days can make-up the time; if students miss more than five days they will be dropped from Driver Education.

## **IX. Grading Standards:**

The Lafayette Academy Program uses the following standard grading scale:

- A = 90% - 100%
- B = 80% - 89%
- C = 70% - 79%
- F = 69% and Below

## **X. Exam Exempt Policy**

All students will be required to take a final exam for each of their classes. No exemptions are permissible at this time.

## **XI. Academic Eligibility:**

Academically eligible students enrolled at Lafayette Academy are often allowed to participate in their home district's sports programs and other extracurricular activities. Students desiring to explore these options should notify the Lafayette Academy Administration at the time of their enrollment.

## **XII. Work Study Credit**

Work Study Credit is available to students who are employed outside of school for 10 or more hours per week. Each employed student must submit the appropriate work study forms to the Work Study Coordinator **within the first 4 weeks of each new semester**. The employment must extend through the semester's end for ½ credit to be earned. Credit will be awarded following an employer interview and a satisfactory job performance evaluation. Students must also maintain good attendance at school. Students who exceed 3 unexcused absences in a semester will not receive work study credit.

## ATTENDANCE

### **I. State Attendance Expectations:**

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Attendance is key. First and foremost, students must be at school to succeed. "Being here" includes being on time. Plan to arrive by 8:00 a.m. and remain until 2:15 p.m. Each student is encouraged to take care of all personal business such as: doctor, dentist, hair, counseling appointments, and job interviews, etc. either before or after school. Students arriving after 8:00 will be marked tardy and will receive a level 4 misconduct referral for every 6 tardys acquired in a semester. Students not checked in and in class before 8:35 will be marked ½ day absent. Students under the age of 18 who need to leave before the end of the school day will be required to be physically signed out by a parent or guardian in the office before their departure unless other arrangements are made prior to the beginning of that school day. Please take time to study the school's attendance policy, as your progress depends on it. Any time missed will be counted as a half day (160 minutes or less) or full day (more than 160 Minutes) absence.

### **II. Daily Schedule:**

The official school day for all students is from 8:00 AM to 2:15 P.M, Monday through Friday. All students will be scheduled for four academic classes daily:

<u>Standard Schedule</u>	<u>12:10 Dismissal Schedule</u>	<u>1:15 Dismissal Schedule</u>
7:40-8:00 Check In	7:40-8:00 Check In	7:40-8:00 Check In
7:40-8:20 Breakfast	7:40-8:20 Breakfast	7:40-8:20 Breakfast
8:15-9:35 Period 1	8:15-9:10 Period 1	8:15-9:20 Period 1
9:40-11:00 Period 2	9:15-10:10 Period 2	9:25-10:30 Period 2
11:05-11:25 Lunch	10:15-11:10 Period 3	10:35-11:40 Period 3
11:30-12:50 Period 3	11:15-12:10 Period 4	11:45-12:05 Lunch
12:55-2:15 Period 4		12:10-1:15 Period 4

### **III. Absences:**

The State of Illinois considers a student attending school less than 95% of the time to be truant. A successful Lafayette/ARC student will attend classes regularly and on time. Attendance interventions will be put in place to assist students in maintaining a healthy discipline of attending behaviors. Students with excessive absences will be referred for Truancy/Outreach services. A student required to attend school may be excused for a temporary absence resulting from any cause approved by the Lafayette/ARC Coordinator and/or Principal of the Home School. Excuses may include, but are not limited to, personal illness, death in the family, court appearance or dangerous weather or road conditions. However, excessive school absences are detrimental to a student's academic success.

### **IV. Reporting of Absences:**

If a student is ill, the parent or guardian should notify Lafayette academy before 8:30 A.M. the day of the absence. Once a written excuse (aka. doctor note, court papers, etc...) is provided for the absence, the student

will be granted access to their Edgenuity classes and able to work from home for the duration of their excused days. Students who fail to notify the school will be counted as unexcused absent for that day unless medical excusal documentation is provided upon return. It is the responsibility of the student to make up all work missed due to an absence. On days where a student is unable to attend due to illness, the student can work from home if they are able. To receive credit for being in attendance for that day a student would be required to complete 320 minutes of online work. Students completing more than 160 minutes but less than 320 minutes would be counted as a half day attendance. Students failing to complete this work will be marked absent for the day.

#### **V. Notification procedures:**

- Parents/guardians need to contact Lafayette/ARC to notify personnel of their student's absence.
- Parents/guardians will be notified by phone for all unreported absences.
- Parents will be notified a minimum of four times each semester of their students' progress toward meeting their attendance, behavioral, and academic goals
- Students who fail to maintain an attendance rate of 90% or better in a semester will be subject to truancy policy and procedures and subsequently will have failed to meet their attendance goal. Students failing to meet this semester attendance goal can be referred back to their home district at the discretion of Lafayette academy/ARC administration.

#### **VI. Tardy Policy:**

Students are expected to be punctual and respectful of other people's time. Tardiness not only impacts on the beginning of the student's day, but also is disruptive to the class and infringes upon the rights of others. At Lafayette/ARC we understand that life can be filled with unexpected challenges but it is essential that students arrive on time. Students should be in the building no later than 8:00 A.M. and in class before the end of each five minute passing period. Students who are tardy 6 times in a quarter will be issued a level 4 disciplinary referral and will be required to meet with the program coordinator/principal to assess the cause of their tardiness and explore solutions. Students who continue to be tardy will receive a level 4 referral for every 6 additional tardies they receive during that quarter. Students not checked in and in class before 8:35 will be marked ½ day absent. Students under the age of 18 who need to leave before the end of the school day will be required to be physically signed out by a parent or guardian in the office before their departure unless other arrangements are made prior to the beginning of that school day.

#### **VII. Release of Students:**

The official school day for all students at Lafayette/ARC is established in the daily schedule. Students may not leave school for any reason, except a family emergency or with the permission of administration. A request to be dismissed early must be confirmed through a parental telephone call indicating the time and the reason. Leaving school grounds without administrative approval will be considered a suspendable offense.

#### **VIII. Visitation Policy:**

No visitors will be allowed on Regional Alternative School sites unless approved by the Director or Regional Superintendent of Schools. Unwanted visitors will be asked to leave the building site immediately. If they do not cooperate, law enforcement authorities will be called and criminal trespassing charges will be filed.

#### **IX. School Cancellations:**

If school is closed or starts late due to severe weather, a power outage or other problems, an all call will be sent out to announce our closings. Only under extreme circumstances will school be closed once students have arrived. We will follow the recommendations of the Jacksonville School District and will only have in person attendance if Jacksonville does as well. Therefore if Jacksonville School District 117 is announcing closed due to weather conditions, Lafayette Academy will not be in attendance that day either. Students from outlying districts will only be required to be in here for in person attendance if both Jacksonville and their home district are both in attendance on that day.

## **X. Pregnant Teens:**

Students who are pregnant may attend The Lafayette Academy Program, but will be expected to adhere to the same attendance requirements as any other student, with the following exceptions:

<b>Dr. Scripted bed-rest</b>	<b>Maternity Leave</b>
Should a pregnant student's doctor determine that a student, who is enrolled in Lafayette Academy and is in good standing with the program, need to be confined to her home on bed-rest*, it will be the student's responsibility to have their assignments picked up from school weekly and returned completed the following week. Should a student on bed-rest satisfactorily complete her assignments, as required and obtain passing grades, she will be awarded the appropriate credit for the work completed and be allowed to return without penalty upon Dr.'s release.	Pregnant students who remain in good standing with the program up until the time of their delivery, will be allowed an excused 6-week maternity leave from the date of their baby's birth. It will be the student's responsibility to have their assignments picked up from school weekly and returned completed the following week. Should a student on maternity leave satisfactorily complete her assignments, as required and obtain passing grades, she will be awarded the appropriate credit for the work completed and be allowed to return without penalty when her 6-weeks is up.

\*A script denoting mandatory home confined bed rest will need to be submitted to the school by the pregnant student's doctor, before home study can be approved. All other extended leaves due to a serious medically related condition must be approved by the Administration before homebound study can be arranged.

## **BEHAVIOR**

Behavior is another key factor for program success. Students who enroll in the Lafayette Academy or ARC program agree to maintain order and discipline each day and should remember that school rules and policies are set up to promote their success. The employees of Lafayette Academy and ARC are here for the benefit of the students and should therefore be treated with respect at all times. Students failing to maintain appropriate behavior and/or becoming disrespectful to staff members will be asked to leave their classroom or the school.

### **I. Positive Reinforcement Points System**

Students who demonstrate good behavior or show improvement in their behavior are to be commended and rewarded with points towards incentives:

Students will be allowed to earn points daily for attendance/behavior/academic:

1 point – Each FULL attendance day (up to 40 points)

40 points – UNUSED Behavior Points (up to 40 points)

5 points – Each completed class (unlimited)

Academic quality – A = 5 points / B = 3 points / C = 1 points per Quarter

Points will be deducted for poor behavior

2-5 points – Disciplinary referrals (up to 40 points awarded)

\*\*Students can cash in points for special rewards at the end of each semester.

## II. Student Behavior Policy

Student misbehavior is not acceptable and will not be tolerated. In order to ensure that disruptions are minimized, students will be checked and wanded with a metal detector upon entering the building. On occasion students will be patted down to ensure that no prohibited devices or items are in their possession. If a student refuses to be wanded or checked they will be sent home for the day and it will be considered an unexcused absence for that day.

Once a student has entered the building it is expected that they follow the school rules as set forth by this handbook. Failure to comply with these rules will result in a disciplinary referral and misconduct points being issued. Students who receive a referral and recovery period that continue to struggle and have to be removed from class a second time that day will be sent home for the remainder of the day. Time missed due to this behavior will be recorded as an unexcused absence for each class period missed. Any student who receives two Step 5 disciplinary referrals in a semester may be suspended and/or dis-enrolled from the program immediately at the discretion of Lafayette Academy/ARC administration.

Students who exceed 40 misconduct points in a semester will have failed to meet their behavior goal for that semester and may be referred back to their home school if they have failed to meet either of their other two goals.

## III. Misconduct Points

Offense	Misconduct Points
Classroom Disruption	3
Disrespect and Defiance	3
Dress Code	3
Profanity/Inappropriate Language	3
Cheating	3
Out of Supervision	3
Technology Violation	3
Excessive Tardies	3
Destruction/Defacing School Property	4
Gang or Drug Related Dress, Gestures, or Drawings	4
Harassment/Bullying	4
Physical Acts - Horseplay	4
Sexual Misconduct/Harassment	4
Verbal Threats/Violence	4
Gross Disrespect of a Staff Member	4
Instigating Violence	4
Contraband - Look Alike & Tobacco	4
Theft/Possession of Stolen Property	5
Possession of Drugs, Alcohol, or Paraphernalia	5
Physical Acts With Intent to Harm	5

#### **IV. Prohibited Student Conduct**

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - A. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - B. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - C. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - D. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - E. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - F. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - G. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be turned in when students enter the building each morning.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Bullying, hazing or any kind of aggressive behavior or encouraging other students to engage in such behavior.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling,

eavesdropping, and hazing.

16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”
18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association’s most current banned substance list, unless administered in accordance with a prescription.<sup>2</sup>

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

**V. Progressive Discipline Steps:**

All steps are documented through the office.

Step # 1 Classroom interventions such as:

<p>Each teacher will have a list of classroom rules, which will be presented, posted, and distributed the first week of each semester, then reviewed through-out the school year. This rule list serves as a Step #1 initiative.</p>	<ol style="list-style-type: none"><li>1. Rule Presentation, Posting &amp; Signing off on Handbook rules</li><li>2. Verbal Warning</li><li>3. Proximity Control</li><li>4. Selected Seating</li><li>5. Accommodate Assignments</li><li>6. Ignoring Misbehavior</li><li>7. Logical Consequences</li><li>8. Modeling Appropriate Behavior</li></ol>
--	--

Step # 2 Verbal warning to student

Step # 3 Removal from class & recovery period

Step # 4 Sent Home for the remainder of the day

Step # 5 1-10 day out of school suspension

## **POLICIES AND PROCEDURES**

### **I. Bus Transportation**

Each individual school district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact your home school principal or transportation supervisor.

## II. Fines, Fees, and Charges; Waiver of Student Fees <sup>1</sup>

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met: 1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or 2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children). <sup>2</sup>

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

## III. General Fees

### A.Registration/Book Fee:

\$50.00 Due at the time of registration. Reduced Fee: \$30

If a student qualifies for Free Lunch Program book fees are waived or reduced.

## IV. Supply List:

Students will bring to school with them **pencils, pens, and notebook paper**. In addition student will need to bring a set of headphones each day to participate in their classes. Students should come to class prepared with the appropriate items.

## V. Lunch Information:

Students will be provided a free lunch prepared and delivered by Jacksonville High School cafeteria. There will be no charge for this service. Applications for the State Free/Reduced Lunch Program are available in your home school office and should be submitted there when registering your student for school each fall.

**Lafayette Academy has a closed campus lunch policy. Students must stay in their assigned area until dismissed from Lunch.**

## **V. Dress Code Policy:**

Students are required to follow the Lafayette Academy/ARC Dress Code.

\*\*Students who violate the LA dress code can be asked to turn the garment inside-out, call home for someone to bring a change of clothing, or be asked to remove the item. Students in violation of the dress code will not be allowed to attend class until the violation has been corrected. If a student refuses to be to correct the dress code violation they will be sent home for the day and it will be considered an unexcused absence for that day.

1. Non-prescription head coverings are prohibited in the building including hats, caps, hoods, nets, sunglasses, bandanas, scarves or headbands more than 2 inches wide, dew-rags, headgear.
2. Please note there is a “zero tolerance” policy with respect to hooded wear. Students must agree to remove their hoods from their heads in the front foyer outside the main office as they enter the building. Under no other circumstances should hoods be worn. A “zero tolerance” approach will be taken to hood related violations, which means, that any student caught with a hood on his/her head in the building will be asked to remove the article of clothing and sent to the office. Confiscated hooded clothes will remain in the office to be picked up by their owner at the end of the school day. Progressive discipline Steps will begin and students will lose the privilege of wearing hooded-wear for the remainder of the current semester.
3. Students are required to wear shoes while in the building or on school grounds. Slippers (house shoes) are not permissible.
4. Shorts, skirts and dresses are to be no shorter than 2 inches above the knee.
5. Shirts and blouses must cover the upper and lower torso. Busts and belly buttons are not to be exposed. Sleeveless undershirts, tank tops, halter-tops, and spaghetti-strap tops may only be worn under another shirt.
6. Any item of clothing or adornment (such as jewelry) promoting sex, drugs, alcohol, gang affiliation, anarchy, or devil worship will NOT be tolerated
7. Spandex clothing and tights may not be worn alone and will be acceptable only as an undergarment.
8. Clothing with holes, rips or tears is NOT allowed more than 2 inches above the knee unless leggings or gym shorts are worn under. Boxers and underwear will not be allowed to wear as coverage under holes in pants.
9. Sagging will NOT be tolerated. Boxer shorts or underwear should not be visible. Students with sagging pants will be required to remedy the situation before returning to class.
10. Dress and grooming shall neither present a health or safety risk, nor be allowed to disrupt the educational environment or process.
11. Disruptive body piercing, face painting, hairstyles, jewelry, or accessories such as chains, collars, spikes that are deemed unsafe, distracting, or potentially hazardous by the staff, will NOT be allowed.
12. The Lafayette Academy administration reserves the right to suspend a student who is noncompliant regarding dress or grooming.

## **VII. Hooded Clothing Policy:**

Hooded clothing is only allowed to be worn in the building with the hood down. If a student fails to keep the hood down, disciplinary measures will be taken. Subsequent events can result in the loss of the privilege of wearing hooded apparel.

## **VII. Locks and Lockers:**

When available, students will be assigned a lock and locker during registration. If assigned, the mandatory \$5 lock deposit will be refunded when the lock is returned and the locker is cleaned out upon student exit from the program. Lockers are the sole property of the Lafayette Academy and may be checked at any time. Students will be held responsible for any prohibited items found in the locker that was assigned to them at

registration during a locker check. Students are therefore encouraged to not share lockers or combinations with any other student. Any lock other than those distributed to the students by Lafayette Academy, are prohibited and will be removed by the administration at the student's expense. All book bags, backpacks and purses will be checked daily upon arrival and should remain in student lockers during the day if lockers are available.

### **IX. Cell Phones, Misc. Electronic Games, or Listening Devices:**

It has been determined by the administration that cell phones and other non-school approved electronic devices used for communication or entertainment, have the potential to create a disruption to the learning environment of the school and as such are "Prohibited Devices". All students enrolled in the Lafayette Academy are directed to refrain from bringing prohibited devices onto school property during the school day. Should any prohibited device be found on school property during the school day, the device will be confiscated by the Administration or a staff member and secured in the office for reclamation by the student's parent or guardian. In order to encourage compliance with this policy, the following consequences have been put in place for the year:

**1<sup>st</sup> Offense:** Prohibited device confiscated and secured in office for parent/guardian reclamation. A STEP 3 disciplinary referral will be issued.

**2<sup>nd</sup> Offense:** Prohibited device confiscated and secured in office for parent/guardian reclamation. A STEP 4 disciplinary referral will be issued.

**3<sup>rd</sup> Offense:** Prohibited device confiscated and secured in office for parent/guardian reclamation. A STEP 5 disciplinary referral will be issued.

Please Note: Students may voluntarily check any of the aforementioned prohibited devices in at the school office for safekeeping upon arrival and pick items up when they leave at the end of their school day without penalty.

**\*Any student refusing to comply with the above policy guidelines will receive an automatic Step 5 referral for gross misconduct.**

### **X. R.O.E. #1 Drug-Free School Policy**

Lafayette Academy is a Drug-Free School and as such prohibits the possession, sale, arriving under the influence or use of drugs, or alcohol, while on school property. In order to maintain a drug-free environment, actions will be taken to discourage and stop all drug related activity. These actions may include, but not be limited to: Canine searches, reasonable request to reveal, parent notification, referral to local drug treatment center and/or Community Counseling, request for assistance from the local Police Department, and mandatory intervention or treatment program participation when warranted. Any student who refuses to cooperate as directed will be subject to suspension and/or removal from the program.

### **XI. Search and Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

#### **A. School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal

drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **B. Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

### **C. Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

\*\*Any person or vehicle on school property is subject to search.

Students found to have drugs or alcohol in their possession, and/or concealed in any of their personal belongings, will be subject to suspension, referral to home district with recommendation for expulsion or referral to Regional Safe School in lieu of expulsion, and/or arrest. Should other prohibited items, such as guns, knives, lighters, matches, or tobacco products be discovered, offenders will be dealt with according to the severity of the offense.

## **XII. Reasonable Suspicion:**

In the event a student is observed behaving in a suspicious drug/alcohol/weapons related manner, such as an attempt to use, distribute, or conceal any prohibited substance, or smelling of drugs/alcohol or appearing to be under the influence of drugs/alcohol the student will be reported to the Administration. An administrative investigation will be conducted which may include a request for a drug screening test prior to re-entry to the program. The student will be responsible for the up-front expense for the test, but will be reimbursed by the school and reinstated without penalty should he/she test negative. If a student tests positive for drugs, they will be required to complete out-patient treatment through the Wells Center or other approved treatment facility. In order to continue in the program at LA, the student must be successfully completing treatment through the approved program.

## **XIII. Food and Beverages Policy:**

Student may bring a sealed beverage of no larger than 20oz and have it throughout the day in their classrooms (NO energy drinks). Absolutely NO unsealed food or beverages will be allowed into the building at any time.

## **XIV. Computer and Internet acceptable use policy:**

The Administrative regulations governing the use of technology policy provides a set of guidelines for acceptable use, which include, but are not limited to the following:

### **Computer Users Will:**

Use technology only for legal activities.

Use appropriate language.

Avoid offensive or inflammatory speech.

Refrain from viewing pornographic, sexually explicit, drug or alcohol related, gang related or otherwise inappropriate material.

Adhere to the rules of copyright and assume that any software that they did not create is copyrighted, (unless it is labeled "freeware" or "public domain").

Not reveal their personal address or phone number, or those of other users

Note that E-mail is not guaranteed to be private. People who operate the system do have authorized access to mail; others may have access.

Be responsible at all times for the proper use-of their access privileges and for avoiding impersonation, anonymity, or unauthorized sharing of security measures.

Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.

Abide by the policies and procedures for networks and systems linked by technology. Protect the privacy of other users and the integrity of the system by avoiding misuse of passwords, others' files, equipment, and programs.

**Examples of misuses of technology that will result in disciplinary action** (Not all inclusive)

Use of obscene or inflammatory speech

Harassing other users

Using the account of another user or misrepresenting themselves or others

Violating the rights of others or their privacy

Accessing, downloading, and/or creating pornography

Using the network for personal business or financial gain

Vandalizing data, programs, and/or networks

Degrading or disrupting systems and/or equipment

Damaging technology hardware and/or software

Spreading computer viruses

Gaining unauthorized access to resources or entities

Violating the copyright laws

Playing online games

Watching videos or movies

Using the network for illegal activities

Printing personal items without permission from administration

Accessing unauthorized social network sites, including but not limited to My Space, Facebook, etc.

Note: Students violating the school's computer/Internet use policy may be denied the use of school computers and/or access to school supported Internet accounts such as Edgenuity.

**XV. Attendance Center Policy**

Students, who enroll in the Lafayette Academy/ARC, must agree not to return to their home district high school during the school day unless first given permission by the Administration of both the student's home district and Lafayette Academy. The intent of this policy is to minimize problems, which could arise due to the presence of unauthorized individuals on campus during the school day.

Lafayette Academy both recognizes and supports the home district's disciplinary policy and any action taken against a student who violates the home district's policies and guidelines.

**XVI. Medication:**

**A. Prescription Medication**

It is best to administer medication at home, yet there are times when medication must be given during school hours. Since the school has no school nurse, a non-medical staff member will supervise the administration of student medication. Parents are encouraged, with the help of their physician, to work out times to give medication outside of school hours whenever possible.

· No prescription medications will **be given without a doctor's order and written parent permission.**

A **Valid** physician's order for medication will include the following:

- **Name** of the medication and
- **Dosage** (in milligrams, not number of pills or tablets)
- **Time(s)** of administration

- Any special handling requirements and potential side effects
- Parents must file a prior written consent to distribute medicine with the office every year or whenever the prescription changes.
- Short-term medicines (those to be taken for less than 2 weeks)-such as an antibiotic-will be given when the parent part of the permission form is completed. The medication must be sent to school in the original pharmacy container and it must have a proper label on it along with directions for proper storage.
- Students are not allowed to have medication in their possession. **This includes prescription throat lozenges and prescription cough drops.** This practice provides for the safety of all the students on site. The only exception is if the student is in danger without the medication, such as an inhaler for asthma. Such medication must be approved by the Principal.
- Medication must be brought to school in the original, labeled, pharmacy container. It must be prescribed for the person that it will be given to at school. We will not give medicines that are sent in a plastic bag or any other form of re-packaging.
- Each student is encouraged to be self-reliant about receiving medication. Every effort will be made to protect their privacy regarding the receipt of medicine at school.
- It is important to keep the Principal informed about other medications that your child may be taking outside of school so that we can monitor students for potential side effects. The Principal will consult area health professionals, as needed, about medication and health issues.
- When an injection-administered medication is prescribed to prevent a student from going into anaphylactic shock (e.g. Epi-Pen), two people who are regularly present at the site, may be trained by a medical professional to administer this medication. The responsibility of securing the training of the school staff falls to the parent/guardian. The physician must clearly define, in writing, the circumstances under which this medication is to be given for the school. Following the administration of this medication, the paramedics will be called and the child transported to the hospital for immediate follow-up care. A parent/guardian will be notified immediately.

### **B. Non-Prescription Medication:**

The following procedures must be followed when it is determined that a student must take medication during school hours:

- **A student must have a non-prescription medication Permission Slip signed and dated by a parent or legal guardian on file in the office (see Appendix B), before any non-prescription medicine will be administered.**
- The Principal or his designee may administer medication.
- Parent/guardian may come to the site to administer the medication to their child.
- Medication shall be brought to the site in the original manufacturer's packaging
- The student should self-administer the medication under appropriate supervision whenever possible. The exact amount of medication will be given to the student for self-administration.
- Medications, when not in use, will be kept in a secured storage container at all times.
- Only the person designated by the Principal to administer medication will do so. Substitute staff shall not administer medication unless cleared by the Principal. The Principal shall instruct the designated staff member on correct procedures.
- A permanent log will be maintained on all medications given by school personnel. This document will include the name and age of the student, name of medication, dosage, date and time administered, and the name of the person administering the medication.
- Unused medication will be returned to the parent/guardian at the end of the school year.
- Any change in medication or dosage must be reported immediately IN WRITING by the parent/guardian or physician. Changes will then be recorded on the permission form and administration log.
- School personnel will not administer over the counter medications, such as Aspirin, Tylenol, etc.,

without Principal's approval.

- "As needed" medications, e.g. medication for an asthma episode, shall be administered in accordance with the procedures above.

### **XVII. Life Saving Equipment and Services**

A defibrillator will be located in the building and accessible for use. It will be mounted on the wall in the front foyer across from the main office. Program Staff will be trained and certified to use the equipment. In the event a student's heart were to stop beating or beat in an irregular life threatening manner, trained staff and the necessary equipment would be available. In addition, in the event that a student were to have an airway obstruction and be unable to breathe, program staff certified in CPR would be available to assist.

### **XVIII. Notification of an Accident and/or Injury**

Emergency care will be provided. A staff member on duty will complete an accident/injury report and reasonable action will be taken to prevent recurrence. Should a student become injured during the school day, they should immediately notify a program staff member, explaining of the nature and severity of the accident and/or injury. Parents and administrators will be notified. Families are responsible for the student's medical coverage. In the event of an accident requiring medical treatment, the responsibility for the bill will be that of the student's family.

### **XIX. Procedure for Restrictive Medical Aides**

When a student arrives wearing a restrictive medical aid (i.e., brace, sling or splint), a staff member will notify the office. If a doctor's script is not presented to the office, a phone call will be placed to the parent/guardian to obtain verbal release and allowances to be observed on behalf of the school.

### **XX. Emergency Drills**

Emergency drills will be conducted at appropriate intervals during the school year in keeping with State and Federal Safety Guidelines to insure that all students and staff are able to safely respond to a variety of emergency situations such as: fire, tornado, and terrorism.

### **XXI. Restitution**

Since the Lafayette Academy is a grant funded program, students enrolled in the program must understand that they will be held accountable for their actions. If a student damages, destroys, defaces, or otherwise devalues or renders nonfunctional any school property, either accidentally or intentionally, the student agrees to be responsible for the total cost of replacement and/or repair of the damaged, destroyed, or defaced property. This also applies to property off campus during a school related event. Damage could result in suspension and/or arrest.

### **XXII. Sexual Harassment Policy**

Lafayette Academy/ARC - Jacksonville, IL

Any employee who:

1. Has personal knowledge of an instance of sexual harassment prohibited by the State Board of Education policy on sexual harassment or
2. Is a participant in an incident, which might reasonably lead to a charge of sexual harassment, shall report the incident in writing to the Principal.

The report shall state the date, time and place of the incident; the name of the employee and student involved; the names of any witnesses; and a brief summary of the incident. The report shall be made no later than the first weekday after the incident.

It is the intention of this regulation to require reporting of incidents which might reasonably lead to a claim of sexual harassment, so that the incident may be fully investigated and resolved as quickly as reasonably possible.

It is not the purpose of this Policy, or these Regulations to prevent or require reporting of incidental

physical contact, which occurs in the normal course of student-teacher, and to a lesser extent, student-employee interaction. The purpose of this Policy is to prohibit employees or students from sexually harassing other employees or students.

### **Section 1. Definition**

A. In the case of sexual harassment of a student by an employee, sexual harassment means:

1. Any sexual advance by an employee toward a student, or
2. Any request by an employee to a student for sexual favors, or
3. Any acceptance by an employee of a sexual advance or request for sexual favors from a student, or
4. Any conduct of sexual nature by an employee directed toward a student when:
  - a. The student's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of the student's grade or the student's participation in any school-sponsored activity, or b. Submission to or rejection of such conduct by a student is used as the basis for decisions concerning the student's grade or the student's participation in any school-sponsored activity, c. Such conduct has the purpose or effect of unreasonably interfering with a student's school performance or of creating an intimidating, hostile or offensive school environment for the student.

B. In the case of sexual harassment of a student or employee by a student, sexual harassment means: 1.

Any sexual advance by a student toward an employee, or

2. Any request by a student to an employee for sexual favors from the employee, or
3. Any conduct of a sexual nature by a student directed toward an employee when 4.

Such conduct has the purpose or effect:

- a. Of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive school environment, or
- b. Of influencing either the student's grade or participation in any school-sponsored activity, or
- c. Any conduct of a sexual nature by a student directed toward another student when: · Such conduct has the obvious result of creating an intimidating, hostile or offensive school environment or such conduct is continued by the student after the request of the other student to stop such conduct because it is intimidating, hostile or offensive.

### **Determination of whether student conduct is hostile or offensive is made by the Administration.**

**NOTE:** Sexual harassment prohibited by the Policy **includes verbal or physical conduct.** The terms hostile and offensive as used above include, but are not limited to, conduct, which has the effect and intent of humiliation, embarrassment, or discomfort.

### **Section 2. Reporting**

Any employee or student who:

1. Has personal knowledge of any instance of sexual harassment prohibited by this Policy or 2. Is a participant in an incident which might reasonably lead to a charge of sexual harassment shall report the incident in writing to the Principal. If the report involves the Principal, the report should be made to the R.O.E.

### **Section 3. Compliance with Policy:**

Any Lafayette Academy employee who is determined, after an investigation, to have engaged in sexual harassment in violation of this Policy will be subject to disciplinary action up to and including discharge. Any student of the Lafayette Academy program who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy, will be subject to disciplinary action, including, but not limited to, removal from the Lafayette Academy Program in a manner consistent with the discipline policy. Any person found knowingly making a false accusation regarding sexual harassment may be charged with sexual harassment. Likewise they may face disciplinary action including, but not limited to, discharge, with regard to employees. In the case of students they may face action including, but not limited to suspension and expulsion

The Regional Office of Education will discipline any individual who retaliates against any person who in

good faith reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, a proceeding or a hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **XXIII. DIRECTORY INFORMATION: FERPA**

The following information will be designated as “Directory Information” under the Family Educational Rights and Privacy Act (**FERPA**) and will be the information that is disclosed when requested.

1. Student name, address, and telephone number.
2. Participation in officially recognized activities, events, and sports.
3. Honors, honor rolls, degrees, and awards received and grade placement.
4. Yearbook related information

Unless you advise the school office, in writing, that you do not want any or all of this information released, school officials may release information that has been designated as “directory information”. Upon receiving written notice from parents/guardians or eligible students objecting to disclosure, this information will not be released without the prior consent of the parent/guardian or eligible students. In addition directory information may be requested by, and released to, post-secondary institutions, prospective employers, and military recruiters.

### **XXIV. Student Records:**

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses “directory” type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents’ names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student’s education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student’s education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

### **XXV. Community Service Requirement:**

**All Lafayette Academy students are required to complete 2 hours of Community Service per semester** to remain in good standing with the program. At least one Community Service opportunity will be organized by the school each quarter:

1. Students may elect to participate in the school organized Community Service activity or
2. Make

arrangements to complete their Community Service requirement with a local not-for-profit organization, community service group, or government entity.

Community Service Requirement Forms are available in the school office. **Completed forms must be returned one week prior to the end of the semester.** Failure to complete the CSR will delay enrollment or graduation. Students may participate in Community Service above and beyond the 2 hours semester requirement and may receive special recognition for outstanding Community Service.

**Please Note:** Community Service is to be completed on the student's own time, outside of the regular instructional day, and off campus. Before completion of community service, it is required to check with and be approved by the Community Service Coordinator. Lafayette Academy Community Service may be served in conjunction with other mandated "court ordered" Community Service and must be served during the currently enrolled Semester.

### **XXVI. Field Trip Policy:**

Students may occasionally have the opportunity to participate in offsite field experiences or "field-trips". In the event that the parent does not consent to the student's participation, the parent must submit to the administration prior to the day of the excursion, a written letter stating that the student may not participate in the activity. Consenting parents must agree to release the program and staff of all liability, in the event of personal injury. In the event of a medical emergency permission is granted by the parent or guardian to treat the student as the nature of the injury or situation merits. In all cases, parents can rest assure that transportation will be provided by a licensed and insured driver.

In addition, students must be eligible to participate in school related field trips. Any student on academic probation, with more than 10 disciplinary points, or below a 90% attendance rate may be restricted from attending any trips. This includes graduating Seniors for a Senior trip.

### **XXVII: School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

### **XXVIII: Teacher Qualifications**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and · Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **XXIX. Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the program coordinator with their concerns.

### **XXX. Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **XXXI. Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child. 2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

3. To attend conferences to discuss issues concerning their child, such as retention or promotion. In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

### **XXXII. Pesticide Application Notice**

The district 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: Lafayette Academy School Office 243-8438

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property. **Pesticide application is completed on the 4<sup>th</sup> Wednesday of every month.**

### **XXXIII. Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

Educational organizations and schools:

Food bank and meal programs:

Local service organizations (Goodwill, Salvation Army, etc.):

Family shelters:

Medical services:

## **DISCLAIMER**

Lafayette Academy makes no warranties of any kind whether express or implied for the program. Lafayette Academy and the administration are not responsible for any damages incurred, including the loss of data resulting from failure of computer systems or information obtained via a computer system and the program is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent or of an inappropriate nature. This handbook is by no means all inclusive of the rules necessary to effectively run a school.

Any conduct detrimental to school, safety, and/or the educational process at school or directly relating to the functions of the school and its policies will be dealt with immediately and effectively to restore the learning environment. The policies in this handbook are subject to change. These rules are not all inclusive and new rules may be adopted or changes made as needed.

## **JURISDICTIONAL STATEMENT**

This handbook is an extension of Regional Office of Education #1's policies and those of Lafayette Academy. Students are expected to comply with and abide by the school's policies, rules and regulations.

**The administration reserves and retains the right to modify, eliminate, or establish these policies, rules and regulations as circumstances warrant.** Students are expected to know and comply with the contents of the student handbook.

Students or parents with questions or concerns may contact the program principal at 217.243.8438 to find out about the most recent revision of the handbook and the policies therein.