

## **PROGRAM INFORMATION**

### **About Sangamon County Learning Academy (SCLA)**

The Regional Office of Education met its goal of opening an alternative school that would meet the needs of the non-traditional and truant students from school districts in Sangamon County. SCLA has small class sizes which focus on cooperative and interactive learning strategies. SCLA serves potential dropouts, chronic truants, and students with low attendance. In order to attend SCLA a referral must be made from the home school counselors or principals. The program is designed so that students have the flexibility of either returning to their home school at the end of a semester, enrolling in both Capital Area Career Center and the alternative school and/or completing the alternative program and graduating from their home school.

SCLA is a grant funded program under the Truants' Alternative and Optional Education Program (TAOEP). The TAOEP program is designed to offer modified instruction or other services designed to prevent students from dropping out of school. The projects serve dropouts up to the age of 21, including truants, uninvolved, unmotivated, and disaffected students.

To attend SCLA is a privilege, not a right. It is a voluntary program to help students regain credit and promote better attendance. Students at SCLA are expected to attend the program daily. There are certain rules and expectations both with attendance and behavior in order to remain enrolled in the program. If students cannot or do not intend to follow the attendance and behavior rules set by the program they are not good candidates for SCLA. We expect the parents to support us in the rules set forth in the school handbook.

## **SCLA MISSION STATEMENT**

The Sangamon County Learning Academy is devoted to ensuring that each referred student with attendance problems will be provided with individualized education and supplemental services that meet the holistic needs of the students in pursuit of his or her educational development.

## **RERERRAL PROCESS**

Referrals are accepted from the home school only, sent by counselors or principals. The counselor obtains student information, including transcripts, attendance information and behavior information. Parents and students are then contacted, the program is explained, and determination of interest made. If parents and students are interested, an appointment is set up.

At the appointment, the three aspects of the program most important to success are discussed—good attendance, class performance, and appropriate behavior. At the appointment, it is stressed the program is voluntary and that with any repeated violation of the above three rules (attendance, work, behavior) the student may be returned to the home school. It is stressed that this is an opportunity to be successful.

Parents and schools also understand that grades are sent to the home school (the official record keeper) and that students must meet graduation requirements of their home school. Parents sign papers, including completing the IOEP.

## **INDIVIDUALIZED OPTIONAL EDUCATION PLAN--IOEP**

An individualized optional education plan will be developed for each student. Parents, students and counselors will actively participate in establishing goals which will further the educational and personal growth of each student. The IOEP will be reviewed on a regularly scheduled basis and goal revision will occur as necessary.

## **ATTENDANCE POLICY**

### **PHILOSOPHY**

All students are to attend school each day it is in session unless a valid cause for absence is identified. School attendance is the responsibility of both students and their parents.

### **ATTENDANCE GUIDELINES**

**Students are allowed no more than 5 absences or a total of 8 days absent per semester.**

- After **8 absences** per semester, a contract will be developed and a decision made regarding continued placement.

### **ABSENCE PROCEDURES**

When a student is absent from school, parents should call the SCLA office (529-3390 ) by 10 a.m. If the office does not receive a call, the school will attempt to contact parents to determine a student's whereabouts. Students and/or parents have 48 hours to clear their respective absences. After that time, an unexcused absence will be issued.

## **TARDINESS**

When a student arrives tardy to school, he/she should sign-in in the office and receive a pass to class. Doctor appointments, dental appointments, etc., will be excused upon receipt of a signed medical note verifying appointment. If a student rides a district provided transportation and is late, it is considered excused. Oversleeping, car problems, etc., will be unexcused.

### **UNEXCUSED TARDY / ATTENDANCE POINTS BY SEMESTER**

1 to 10 minutes	1 Point
11 to 20 minutes	2 Points
21 to 30 minutes	3 Points
31 to 40 minutes	4 Points
41 to 50 minutes	5 Points

For **each** 5 points accumulated, a ½ day unexcused absence will be assigned and deducted from the student's 8 allotted days.

**\*\*Chronic tardiness could result in the loss of your parking permit.**

## **MAKE-UP WORK**

Students are required to make up all the work in a timely fashion. Students are allowed one day to make up work for each day that they have an excused absence. Work not made up within these guidelines may result in your receiving a zero for the missed assignments. In addition, the teacher may choose to assign loss of break until the work is completed.

## **COLLEGE DAY**

Students will be allowed to secure a prearranged absence to use as a college day. If all appropriate paperwork is turned in, the day will not count against your attendance. Students must present evidence of their visit upon return from their visitation.

## **MILITARY DAYS**

Students will be excused for two days per year for military testing if they have filled out the proper paperwork for a prearranged absence and are able to present appropriate evidence of their participation in military testing to the office upon returning to school. It will not count against your attendance.

## **LEAVING SCHOOL**

SCLA has a closed campus policy. Students are not permitted to leave school during class sessions for any reason without authorization and clearance from the office. All students must sign in/out in the office. Students will need to submit the classroom assignment form for approval prior to leaving early. Parents/guardians will be contacted to notify/verify them of student leaving.

## **MEDICAL INFORMATION**

### **MEDICAL P.E. WAIVER POLICY**

In order to be medically excused from P.E., a student must present a physician's note to the office. In order to return to P.E., a note must be obtained from the doctor.

### **PRESCRIPTION MEDICATION PROCEDURES**

Medication shall be defined for our procedure as drugs that are prescribed by a licensed physician. The medications shall be those required during school hours that are necessary to provide the student access to the education program. The office has copies of the appropriate paperwork to have filled out by the student's physician.

## **GENERAL INFORMATION**

### **STUDENT TRANSPORTATION**

#### **Bus Transportation**

Bus transportation is provided by each participating district.

#### **Driving to School**

Parking permits can be obtained at the Security Desk of CACC. The driving permit can be revoked at any time.. (Driving is a privilege, not a right).

**Parking rules are noted on the paperwork for a driving permit.**

### **TELEPHONE USE**

The telephones in the offices are to be used for EMERGENCY CALLS ONLY. Permission then must be obtained from an administrator or secretary before the telephone may be used.

### **VISITOR'S PERMITS**

The SCLA Administration reserves the right to refuse permission to anyone visiting the SCLA program. You must stop at the security desk and be given permission by SCLA to enter the program wing. You must have a valid ID to enter the CACC building.

### **EMERGENCY SCHOOL CLOSING**

In the cases of inclement weather and other local emergencies, please check your email and News Channel 20 to be advised of school closings.

Please note that if Capital Area Career Center is closed, SCLA will also be closed. Important Information to know about your home school and serving school (SLCA):

1. If your home school is closed due to the weather, but SLCA is still in session, you are not required to attend SCLA on that day.
2. If your home school is out for things such as Teacher’s Institute, P/T Conferences, Spring Break, any other holiday, and SCLA is in session on that day, you are required to attend SLCA. The SCLA school calendar is followed, not each student’s home school calendar.
3. If your home school is not in session for reasons listed in #2 above, district transportation is still provided and students are required to attend SCLA.

## **ACADEMIC INFORMATION**

### **GRADUATION REQUIREMENTS**

A student must complete the required minimum of credits of high school work in order to graduate from their home school.

Transcripts are obtained through the student’s home school district.

**NOTE:** Students may be waived from physical education class per school code 105 ILCS 5/27-C or Medical Physical Education Waiver.

### **GRADING SCALE**

98.5 – 100	A+	77.5 – 79.4	C+
91.5 – 98.4	A	71.5 – 77.4	C
89.5 – 91.4	A-	69.5 – 71.4	C-
87.5 – 89.4	B+	67.5 – 69.4	D+
81.5 – 87.4	B	61.5 – 67.4	D
79.5 – 81.4	B-	59.5 – 61.4	D-
		0 – 59.4	F

### **CHROMEBOOKS**

Each student will be assigned an SCLA chromebook. Students are not to swap chromebooks with anyone. Students are responsible for their assigned chromebook. Each student will sign a technology agreement at the beginning of the year. Damage to equipment will be at the cost of the student. To replace a chromebook is \$300. loss of charger is \$15, and loss of chromebook bag is \$15. All equipment must be returned upon leaving the program or you will be charged for replacement. Chromebooks are to remain at school.

## **SCLA GMAIL**

Each student will be assigned an SCLA email upon entering the program. This is the email you are to use to communicate with teachers and administrators at SCLA. Please note that important information is still emailed to you by your homeschool and your homeschool email should be checked regularly.

## **SEMESTER EXAM POLICY**

**Final exams are mandated for all students.** Scheduled exams shall take place over a 2-day or 3-day period. Failure to complete a final will result in failure of the class.

## **HOMEWORK**

Every effort is made by teachers to ensure work is completed during class time. Work not completed is considered homework and is expected to be done before the next class. Additionally, teachers may make assignments that can only be completed on the student's own time.

## **DRIVER'S EDUCATION**

Driver's Education is offered during the school year as the schedule allows if a certified teacher is available. According to the State of Illinois, any student who misses more than 3 days (excused or unexcused) automatically is removed from the class. The behind the wheel portion of Driver's Education is completed at the appropriate home school. Students must have passed 8 classes in the previous two semesters to be eligible for Drivers Education.

## **HONOR ROLL**

Students who have all A's and B's, including computer classes, will qualify for the honor roll.

## **STUDENT OF THE MONTH**

Each month a student who best exemplifies the fundamentals of the program is chosen as Student of the Month by the teachers. The criteria includes: attendance, work, behavior, and attitude.

## **DISCIPLINARY GUIDELINES**

### **GENERAL BEHAVIOR MANAGEMENT**

**Students attending this program must agree to the following:**

1. They must attend.
2. They must complete assignments in a timely and acceptable manner.
3. They must behave appropriately and follow the rules.

Classroom discipline will be the responsibility of the classroom teacher. The following consequences will be applied upon infraction of the rules:

1. Verbal warning
2. Loss of a privilege – minor referral (Loss of Break)
3. Referral to office – major referral
4. Severe inappropriate behavior warrants an immediate referral to the office.
5. Consistent inappropriate behavior may result in a behavior contract and possible return to home school.

## **TYPES OF DISCIPLINARY ACTION:**

### **Loss of Break**

Minor referrals usually result in a loss of break. Major referrals may result in additional loss of breaks or lunch detentions. This will be at the discretion of the administrator.

### **Refusal to Work**

One of the basic beliefs of the school is that students must agree to complete assignments in a timely and acceptable manner. If a student refuses to complete work or participate in an activity they could be referred back to their home school.

### **Out of School Suspension**

Out-of-school suspension will result in those cases involving drugs, alcohol, violence, cumulative misbehavior and those acts designated as gross misconduct. There is a zero tolerance policy at SCLA in regards to physical confrontations. Students will be allowed to turn in all work and make up all tests and exams on the second day of student attendance after the end of the suspension. Any work not turned in will result in a zero for each assignment.

Students are not allowed to participate in or attend any SCLA , CACC, or their home district's activities for each day of the suspension (before, during or after school).

### **Removal and Returned to Home School**

When a recommendation for removal due to behavior is approved, a student is removed from SCLA and returned to the home school. Dropped students are not allowed to return to SCLA for the remainder of the semester in which dropped and the following semester with administrative approval.

### **Restitution**

Students are responsible for payment of any damage to school property when that damage is caused by negligent, irresponsible or intentional behavior. Students who damage school property may be subject to arrest and/or police intervention.

## **REFERRALS TO LAW ENFORCEMENT AUTHORITIES**

When appropriate, referrals will be made to the police or State's Attorney for any criminal action.

## **SCHOOL RESOURCE OFFICER**

A school resource officer is on duty in the CACC building during the school day and can be utilized at any time we feel it is necessary.

## **CAMERAS/VIDEO SURVEILLANCE**

To help ensure the safety of students, staff, and property, the following areas are subject to video surveillance: hallways, areas immediately outside the building, parking lots, common areas, and offices.

## **SEARCH AND SEIZURE**

The administration reserves the right to conduct random unannounced searches. A student's person, pockets, book bag, automobile, locker, purses, wallets or any other item may be searched or inspected by school administration.

### **Reasons for search would include:**

- Suspicion of being under the influence of drugs / alcohol
- Suspicion or admission of theft.
- Suspicion or admission of possession of illegal articles such as tobacco, drugs, weapons, ammunition, pagers, or other items not allowed on school property.
- Possession of items deemed unsafe for student's use or possession.

Parents may be notified by an administrator if any item is confiscated from a student. Ammunition, weapons, controlled substance, or other contraband will be turned over to the appropriate law enforcement agency.

**Students refusing to be searched may be removed from the program.**

## **METAL DETECTORS**

To ensure school safety, handheld metal detectors and walk-through metal detectors can be used to scan students and visitors upon entering the building.



## **APPROPRIATE ATTIRE AND APPEARANCE**

Guidelines for appropriate dress and attire are as follows:

1. Tennis shoes are recommended during PE classes.
2. **Crew neck or collared shirts are required.**
3. Students will wear clothing that is not revealing or unsafe, or does not disrupt the learning environment. Examples of unacceptable attire include clothing that reveals undergarments, boxers, underwear, or sags at the waist or underarms; tops that expose **ANY** cleavage or waist; V-neck shirts, swoop neck shirts, camis, **pants with holes above the knee if skin is showing**, short shorts and skirts (shorts and skirts must be knee length); and clothing that is see-through or frayed to the point of being revealing.
4. Halter, off the shoulder, backless tops, or tops with spaghetti straps are not acceptable school attire.
6. Students will not wear clothing which is obscene, profane, a source of advertisement which references tobacco products, bars, alcoholic beverages, cults, racism, drugs, sexual and body part references and the like.
7. Students will wear attire appropriate for indoor academic life. Examples of unacceptable attire are blankets, bandanas, costumes, hats, sunglasses, sweatbands, and head coverings. Spiked apparel or chains may not be worn. Hooded sweatshirts are permissible but hoods must be kept down.
8. Any inappropriate tattoos must be covered while present at school.

Any student not willing to change will receive a major referral and either be sent home with an unexcused absence or removed from the student population for the remainder of the day. All final decisions on dress code violations will be made by the administration.

## **VENDING MACHINES**

Administration discourages the use of the CACC vending machines and snack bar. Healthy breakfast and lunch are served on a daily basis through our programs. Breakfast is served from 8:15 – 8:45 each morning in the CACC commons. Lunch is served from 11:40 – 12:10.

## **CELL PHONES/ ELECTRONIC DEVICES**

Students will not be allowed to use cell phones/charger/I-watch/ headphones at school during regular school hours. If a student brings his/her cell phone into the building, **it must be turned off before coming upstairs at the beginning of the day and out of sight during the rest of the school day**. If the phone goes off, vibes, alarms, etc.. the phone will be confiscated.

Offenses of this policy will result in confiscation of the phone and will follow the progression listed below:

- 1st Offense – Minor Referral, phone taken and student may pick-up phone in Office at the end of the school day.
- Additional Offenses – Minor referral, phone taken and parent will be called to pick up the phone.

If a student needs to use the phone they may use the office phone.

SCLA is not responsible for lost or stolen items.

## **SMOKING OR TOBACCO PRODUCTS**

Smoking, use, or possession of any tobacco products is prohibited on school grounds at all times, or at any school activity whether off campus or at school. The possession of tobacco paraphernalia, electronic cigarettes includes, but is not limited to: rolling papers, lighters, loose tobacco, tobacco oils, vape pens, lighters, and matches.

## **SEXUAL HARRASSMENT**

Harassment is defined as verbal or nonverbal comments or actions which may be offensive, intimidate, cause a person to feel uncomfortable or offended, or create an environment that makes learning or functioning difficult.

Students who do not understand the difference between harassment and teasing or fooling will be referred to the office for further clarification.

A student who feels he/she is being sexually harassed is encouraged to bring the complaint to the attention of the Principal. If the Principal is allegedly involved in the harassment, the complaint should be taken to the Regional Superintendent of Schools.

- Such a report shall be made in writing detailing the specifics of the charge.
- The Principal will investigate the report and determine a resolution of the case including any necessary and/or appropriate disciplinary action.
- If the student is dissatisfied with the decision of the Principal, the matter may be appealed in writing to the Regional Superintendent of Schools. If the student is dissatisfied with the decision of the Regional Superintendent of Schools, the matter may be appealed in writing to the Board of Control.

## **SUICIDE PREVENTION INFORMATION**

If you are experiencing any of the following, please get help immediately. The following places will give 24/7 support.

### **National Suicide Prevention Center Lifeline**

#### **Dial 988**

Provides 24/7, free and confidential support for people in distress and awareness.

### **Safe2Help Illinois**

Provides support for Abuse, Bullying, Depression, Self-Injury, Suicidal Thoughts

**Phone: 844-4-SAFEIL**

**Text: SAFE2 (72332)**

**Email: [HELP@Safe2HelpIL.com](mailto:HELP@Safe2HelpIL.com)**

## **ADMINISTRATIVE AUTHORITY**

The administration reserves the right to make or change any rules that are necessary and proper to ensure order and to protect the health, life and safety of the faculty, staff and student body. Should it become necessary to make additions to this handbook, the additions will be properly displayed in an officially designated area near the office. These rules will become effective immediately upon their posting, after an announcement has been made to the school.