

PARKLAND PREPARATORY ACADEMY

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Parent / Student Handbook

2014 – 2015



**APPROVED AND ACCREDITED BY
THE ILLINOIS STATE BOARD OF EDUCATION**

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I. VISION/MISSION STATEMENT AND OVERVIEW

MISSION STATEMENT

Strong Foundations for a Better Life

Parkland Preparatory Academy's vision is to create an extremely effective therapeutic school, serving students with disabilities who have not succeeded in a traditional special education setting. Students will prepare for, and become responsible citizens and good workers. Parkland Preparatory Academy will empower our students to unfold their potential as whole and unique individuals.

Parkland Preparatory Academy is a therapeutic day school approved by the Illinois State Board of Education, serving student with disabilities age 8-21+, in the areas of Emotional Disability (ED), Specific Learning Disability (SLD), Other Health Impairment (OHI), Autism (ASD), and Cognitive Disability (CD). Parkland Academy will provide a safe and high-quality educational environment, using innovative and quantifiable educational interventions with the goal of having our students reach their greatest level of self-sufficiency. Students' academic and behavioral needs will be identified and monitored continuously with documented student performance data that will be used to make instructional decisions. As a staff we will expect the best of every student and, in turn, provide the support each student needs to achieve their best. It is Parkland's goal to provide a preparatory education that meets the needs of today's students and provides training, education, employment opportunities and, where appropriate, addresses student's independent living skills. Our students are tomorrow's future.

PROGRAM OVERVIEW

Parkland Preparatory Academy builds strong foundations and better futures. Meet our staff, discover our mission, and share our passion for safe and successful life experiences through academics, life skills education, and therapeutic support.

Parkland Preparatory Academy will provide a comprehensive educational, social emotional and transitional program to the students enrolled. Therapeutic interventions will focus on individual and group counseling sessions.

Currently, Parkland Preparatory Academy provides a comprehensive learning experience for students grades 5-12+. The educational curriculum is aligned to the Illinois Learning Standards and the Common Core State Standards in English and math.

Parkland Preparatory Academy implements opportunities for Social/Emotional Learning through classroom discussion and groups facilitated by program therapists. A computer lab and library is available to our students and we are currently utilizing the Beacon Curriculum which is standards based and able to provide for individualized and differentiated instruction. Students in need of additional support, be it a one-to-one paraprofessional or extensive interventions or therapy needs will be provided those services and an intense rate will be charged for those students. The IEP will reflect the need for this type of service delivery model.

For Parkland Preparatory students, academics encompasses prescribed course work required for graduation, social skills learning that allows for successful interactions with the students' families and home communities, skills required to have fun and relax safely, job seeking and job maintenance skills, independent living skills, and finally, coping skills to deal with life's stresses, losses, and unexpected challenges. These coping skills might include learning to self-soothe when upset, learning to manage moods, learning to check perceptions with facts before reacting, learning to deal with the after effects of trauma and loss, and learning to express emotions in a manner that leads to problem resolution.

Parkland Preparatory Academy aims to assist each student in reaching their full potential for self-sufficiency and positive relationships with others through development of his or her own unique skills and capabilities. All of our students receive individualized attention and care from dedicated and qualified teachers, counselors, coaches, and paraprofessionals who work one on one with each student as they mature and learn to live as independent young adults.

With a focus on literacy, life and transitional skills, and self-management of emotional issues, Parkland Preparatory Academy staff persons will work cooperatively with family, home school districts, and other service providers to maintain constant and open communication as to progress and growth. Students are involved in all decisions regarding their Individualized Educational Plans and participate in regular supportive feedback meetings regarding their progress toward goals.

All Parkland Preparatory students will work with their teachers, program therapists, job coaches, and case managers to identify longer term Transitional Goals that lead to employability and independent living. Woven throughout the Parkland Preparatory Academy curriculum are the three essential threads of literacy, emotional stability and self-management, and independent living through the acquisition of Transitional Skills.

Education for some Parkland Preparatory students goes beyond classroom work to include vocational assessment, job training, job placement, and job maintenance with the assistance of the students' home school district, community resource agencies, and Parkland Preparatory staff. These services are defined in each student's transitional service plan. Employers have developed a list of critical skills required of employees based on: academic skills; communication skills; the ability to think critically and act logically to evaluate situations, solve problems and make decisions; to continue to learn for life; personal management skills; positive attitudes and behaviors; responsibility; adaptability; and teamwork skills. Our academic and social emotional curriculum weaves these critical skills into the school day, acknowledging skill level, growth and sustainability.

Staff will employ positive role-modeling to students, and attempt to focus rewards for positive behavior rather than negative behavior. Parkland Preparatory Academy only utilizes physical management in the cases that a student is being a direct harm to self or others, never for behavioral compliance or threatening behavior. All physical interventions are governed by CPI non-violent techniques, documented, and debriefed on a daily basis. Parkland Preparatory Academy will not utilize the practice of a time-out room.

II. PROGRAM INFORMATION

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to:

1. A free and appropriate education up to the age of 22.
2. Instruction provided by certified school staff members.
3. Appropriate learning materials.
4. A safe school environment.

Students have the responsibility to:

1. Be on time and prepared for class each day.
2. To do their best to learn.
3. To let the teachers teach.
4. To let the other students learn.
5. To be safe and keep others safe

DAILY SCHEDULE

Parkland Preparatory Academy daily schedule consists of eight 45 minute periods which allows students to receive six academic courses, which includes an elective or vocational study, physical education, a twenty minute lunch and twenty-five minute study period.

BREAKFAST	8:30 A.M.-8:45 A.M.
1 ST PERIOD	8:45 A.M.-9:30 A.M.
2 ND PERIOD	9:30 A.M.-10:15 A.M.
3 RD PERIOD	10:15 A.M.-11:00 A.M.
4 TH PERIOD	11:00 A.M.-11:45 A.M. OR (Lunch 11:00 A.M.-11:20 A.M.)
5 TH PERIOD	11:45 A.M.-12:30 P.M. OR (Lunch 11:45-12:05 P.M. / 12:10 P.M.-12:30 P.M.)
6 TH PERIOD	12:30 P.M.-1:15 P.M.
7 TH PERIOD	1:15 P.M.-2:00 P.M.
8 TH PERIOD	2:00 P.M.-2:45 P.M.
DISMISSAL	2:45 P.M.

STUDENT MEAL PROGRAM

Parkland Preparatory Academy serves both a morning snack and hot lunch to students each day. Morning snack is served at 8:30 a.m. and lunch is served at 11:00 a.m., 11:45 a.m., or 12:05 p.m. depending on the student's schedule. If your child prefers to bring his/her own meals, they will be subject to the Safety Checks of Parkland Preparatory Academy. Please note that Parkland is a Peanut-Free environment. We are asking parents to be conscientious in the selection of lunch items and treats their children bring to school in an attempt to limit the chances of exposure to peanuts. If a student brings an item that has peanuts in them they will be held and returned to the student upon dismissal from school that day. Opened beverages are not permitted. A microwave is available during lunch periods only, as there are time constraints in starting our academic rotation at morning snack time. If your child requires a specialized diet or eating plan, please contact the building principal to discuss how Parkland Preparatory Academy may accommodate the specific needs.

DRESS CODE

Students are expected to dress in a manner that contributes to a positive educational atmosphere. Clothing, jewelry or accessories that interrupt, interfere with, or compromise a safe learning environment, are not permitted.

Articles of dress depicting graphics or wording signifying **tobacco, alcohol, illegal substances, sexuality, vulgarity, indecency**, or identifying with **gang affiliation or representation, such as colors or symbols**, or jewelry that could potentially be used as a weapon or used to inflict injury, are strictly prohibited.

Sunglasses (unless prescribed by a physician or optometrist), hats, bandanas, Do-rags, hoods, coats, and jackets are not to be worn during the school day. These items will need to be checked in at the beginning of the school day, and returned to your child at the end of the school day. Students are not to wear clothing that is excessively revealing (ex. halter and backless tops, bare midriff and tube tops, low cut clothing). Pants, shorts and skirts must be finger-tip length and be pulled up to the waist, not be worn to display under garments. Students who are out of compliance with the dress code will be given appropriate clothing to wear during the school day, and may be subject to disciplinary action.

Parkland Preparatory Academy reserves the right to confiscate and retain until parent/guardian is able to pick up, any of the above, if they are deemed offensive, or could be used to endanger the student or others.

SAFETY CHECKS

Searches, which include the use of a metal detector wand, are conducted at Parkland Preparatory Academy on a daily basis to ensure that hazardous and/or contraband materials are not brought into the learning environment. Opened beverage containers are not permitted. Parkland Preparatory Academy staff may involve local authorities if it is deemed necessary. Local authorities will be called if a student is found to be possession of any illegal substance. Searches may include, but are not limited to, breakfast/lunch items, backpacks, purses, jackets/coats, clothing, pockets, shoes, etc.

UNAUTHORIZED DEPARTURES

Should a student attempt to leave Parkland Preparatory Academy without permission, school staff will attempt to engage the student verbally and prevent him or her from leaving the building. However, if the student decides to leave the school despite the verbal intervention of staff, staff will follow student and attempt to maintain visual contact. If student leaves school property and staff are unable to maintain visual contact, school administration will notify the student's parent or legal guardian, the police, and the student's probation officer (if applicable).

ILLNESS

Should a student experience fever, vomiting, diarrhea, or a rash during the school day, he/she will be assessed by school personnel and parent/guardian will be notified. If it is deemed necessary that the student leave school prior to dismissal, it is the responsibility of parent/guardian to pick student up promptly. Student should not return to school until completely free of fever for 24 hours.

STUDENT PICK-UP

Transportation services for students to and from Parkland Preparatory Academy are provided by school bus or taxi service, for designated arrival and dismissal times. In the event that a student would need to leave the school prior to, or at the designated dismissal time, other than with their provided transportation service, Parkland Preparatory Academy must be notified in advance, and authorization must be given, for any person other than parent or legal guardian, to pick up the student.

FIELD TRIPS/OUT OF SCHOOL ACTIVITIES

Parental authorization is required to allow your son or daughter to participate in supervised activities, outings and field trips at Parkland Preparatory Academy. On outings and field trips, students are taken into the community to participate in educational, recreational, transitional, and sports activities. Parkland Preparatory Academy accepts no responsibility of the inherent risks on field trips/outings or activities. Parkland Preparatory Academy staff will provide supervision and transportation in a school-accessed vehicle or if in walking distance, both students and staff will walk to destination.

Students must meet set criteria established by Parkland Preparatory Academy staff in order to attend a field trip, outing or activity. Students who “act out” or engage in inappropriate behavior(s) while on a field trip/outing or activity, may be returned to the school by staff and possibly suspended from future field trips/outings and activities.

PHYSICAL ACTIVITY/EXTRAMURAL SPORTS

Parkland Preparatory Academy is a member of the Chicago Area Alternative Education League (CAAEL), a not-for-profit organization providing competitive scholastic and athletic programs for students with disabilities attending other private and public schools. Students meeting criteria established by Parkland Preparatory Academy staff, may participate in a variety of activities, such as football, basketball, volleyball, softball, bowling and chess. All activities are scheduled during the standard school day. Parkland Preparatory Academy is not liable, financially or otherwise, for any injuries resulting from your child’s participation in such physical activities and extramural sports.

ELECTRONIC DEVICE POLICY

Electronic devices, such as cell phones, iPods, mp3 players, portable CD/DVD players, and both hand-held and console video games, are a disruption to the educational and therapeutic process at Parkland Preparatory Academy. As a result, students must relinquish all electronic devices to the school staff upon entering the school building. Such devices are labeled, stored and are returned to the student at the end of the school day.

In the event that a student is found using such electronic devices or if an electronic device is seen or heard during school hours, the electronic device will be confiscated and turned over to school administration. Parkland Preparatory Academy reserves the right to retain the electronic device until the parent/guardian is able to pick-up.

Parkland Preparatory Academy is not responsible for the loss, theft or damage of any electronic devices. Parkland Preparatory Academy **strongly encourages** students to leave electronic devices at home.

PHOTO RELEASE AND STUDENT INFORMATION

Parkland Preparatory Academy activities may be illustrated in photographic displays, student publications, or class projects. If these projects occur, your student may appear in photographs, or on audio or videotape. A photo ID will also be issued to your student. If you chose not to allow for photo release, please notify the school administration in **writing**.

DAMAGE TO PROPERTY

Students are expected to respect personal and school property. Any cost to repair or replace damage to property of Parkland Preparatory Academy or its staff, will be billed to the student's parent or legal guardian. Parkland Preparatory Academy strongly encourages parents to allocate moral financial responsibility for damage to property to the students if at all possible. While arrangements for the payment of damages should be a family decision, parents and legal guardians are ultimately financially responsible for any and all damages.

SUBSTANCE USE/ABUSE

Students who are suspected of being under the influence of substances may be subject to additional searches. Parents and/or program staff will be notified if substance use is suspected. Students who are found to be in possession of illegal substances will be subject to police involvement. Students are not permitted to smoke (including tobacco) on school grounds or in school vehicles, including cabs to and from school. If students are observed dispensing any substances to any other students they will have their items confiscated and will be subject to police involvement. Students that display unusual behavior upon arrival at school or during the school day which may be deemed hazardous to their health will be treated as having a medical emergency and will be subject to the medical emergency section of this handbook. Parents will be notified of this action at the time of the call to Paramedics.

MEDICAL EMERGENCY

In the case of a medical emergency, 911 will be called and parents will be notified immediately following through the emergency contact information provided on the Personal Information Sheet completed upon admission. Parkland Preparatory Academy personnel will authorize, on your behalf, any necessary evaluation and emergency medical treatment for your child should such evaluation or treatment be deemed necessary. It is understood that Parkland Preparatory Academy will neither be held liable for medical outcomes nor financially responsible for the cost of any evaluation or treatment.

ALLERGIES/ASTHMA

Parents are responsible for notifying Parkland Preparatory Academy of any allergies your student has, food or otherwise. An Emergency Action Plan (EAP) and Individual Health Care Plan (IHCP) will be developed for students with life-threatening food allergies. It is critical for your student's safety that the school is aware of allergies and any medications that are taken or needed to manage the allergy or asthma. Certified staff is involved if medication is required during the day or if an inhaler is needed to be kept at school. Students are not permitted to carry any type of medication in the school, including inhalers. If medication needs to be kept near students, a plan for certified staff to facilitate this will be implemented.

MEDICATION ADMINISTRATION

As a normal and regular practice, medication should be administered at home whenever possible, but we understand that in many cases, dosages may fall into the hours when your student is at school. In these situations, the following rules must be followed:

- The Medication Permission and Physicians Instruction form must be completed by both the parent/legal guardian **and** the attending physician. These forms are issued at the beginning of the school year and are available in the school office at any time. These forms can also be faxed to the physician's office any time through the school year if changes are made in medication.
- Parents/legal guardians are responsible for providing to Parkland Preparatory Academy medication in a pharmacy bottle or, in the case of residential students, appropriately labeled envelopes, labeled with your child's name, medication dosage and time to be given.
- Documentation of side effects for any prescription medication administered at school will be kept in the student's file under the "medical" tab.
- Upon receiving the medication at Parkland Preparatory Academy, the medication monitor will count all pills in view of another adult to determine the number of pills received. The medication monitor will note receipt of all medication and number of pills received.
- Over-the-counter medication (non-prescription) will not be given without a physician's order, as well as parental/legal guardian permission.
- Medication will be secured in a locked cabinet. Administrative Staff or designee will administer medication logging date, time, and staff initials.
- It is the parent/legal guardian who is responsible for notifying the school medication monitor and having the physician complete a new form when changes are made.
- In the instance when a dose of medication is spilled, dropped and destroyed prior to administration, a new dose will be administered. Parents/legal guardian will be notified in writing on the day of the occurrence that one dose of medication was destroyed and unusable.
- Unused medication shall either be picked up by the parent/legal guardian or, after a two week period, destroyed. Staff will destroy the medication in view of a witness and log date, time and staff involved in the destruction.
- **Failure to provide daily medication or current prescription(s) may result in your child not being able to attend school until medication or prescription can be provided.**

III. ATTENDANCE INFORMATION

EXCUSED / UNEXCUSED ABSENCES

Student daily school hours at Parkland Preparatory Academy are

8:30 A.M. – 2:45 P.M.

Parents/guardians/program staff must call the school at (630) 823-8323, to report a student's absence or tardiness **no later than 8:00 a.m. on the day of absence** and a reason for absence or tardiness must be provided. Parents/guardians/program staff may leave a voicemail during non-school hours. If no phone call is received for students not in attendance, parents/guardians/residential programs will be contacted Parkland Preparatory Academy staff.

Although attendance is expected, student absence may be **excused** for the following:

- Illness / Hospitalization
- Court Appearance (Must provide written verification)
- Detention
- Doctor / Dental Appointments
- Serious Illness or Death in Family
- Vacation (Approved in advance by Principal)

A doctor's note must be provided if the student has been absent due to a potentially contagious infection (i.e. strep throat, pink eye, etc.). Students who have an excused absence are responsible for getting the work from days missed, and have as many days as they missed to complete the work, unless modifications are written into the IEP.

If there is no contact from the parent or guardian, the absence will be **unexcused** regardless of the reason. Students who are unexcused are not eligible to make up missed work. Notes brought to the school by students will not be accepted.

EFFECTS OF EXCESSIVE ABSENTEEISM

Students are expected to be in attendance. After five (5) consecutive absences, a letter of notification of absences will be sent to the home school district. After ten (10) consecutive absences, the home school district may be contacted to schedule a meeting to discuss an intervention plan to improve attendance. Parkland Preparatory Academy Attendance also works with and reports excessive absences to local truancy agencies. Lack of attendance will also factor into the grading process. Students are expected to be present for at least 90% during grading period in order to receive course credit, unless otherwise specified in the student's IEP.

TARDINESS

Parkland Preparatory Academy strongly urges students to utilize provided school transportation services, therefore students are expected to arrive by 8:30 a.m. daily. Tardies resulting from school transportation matters will be excused. All other tardies will be documented and monitored. Excessive tardiness will be reported to home school district to determine if a meeting needs to be scheduled to discuss an intervention.

EMERGENCY SCHOOL CLOSINGS

In the event that Parkland Preparatory Academy would close, or have a late start, due to inclement weather conditions, this information would be available for you to access through:



ONLINE:

<http://www.emergencyclosingcenter.com>

Facility Name:

City:

PHONE:

Call (847) 238-1234 from a touch-tone phone and enter Parkland Preparatory Academy's phone number **(630) 823-8323**.

EMAIL:

Register to receive email notification at www.emergencyclosings.com.

LOCAL BROADCASTINGS:

This information will also be available to you through WGN Radio 720-AM, WBBM Radio 780-AM, CBS Ch. 2, NBC Ch. 5, ABC Ch. 7, FOX 32, WGN-TV or CLTV cable for closing information.

SCHOOL VISITATION

Parkland Preparatory Academy encourages visits from parents/guardians and other interested parties. All visitors shall report to the front office immediately upon entering the school building to sign in and receive a visitor's pass. A staff member will be assigned to accompany parent/guardian for the duration of visit.

School visits are encouraged to be scheduled in advance, and approved by the Principal. Unauthorized persons will not be permitted in school buildings or on school grounds. The Principal is authorized to take appropriate action to prevent such persons from entering buildings and loitering on grounds.

Approved visits shall acquaint interested persons with the school programs, personnel and operations. Activities may include observing classroom instruction, extracurricular activities, student assemblies, exhibits, safety procedures and lunchroom operations. Scheduled visits shall

not interfere with the instructional or non-instructional operations, or the safe environment of the school. Any problems or concerns of visitors shall be discussed initially only with the Principal.

III.ACADEMIC INFORMATION

SUPPLIES

Parkland Preparatory Academy requests that each student, on their first day of attendance, bring to school the items on our School Supply List. However, if you need assistance or are unable to do so, please contact the building principal.

CLASSROOM EXPECTATIONS

Classroom Rule 1—Safe Boundaries—Your actions must maintain a safe environment for yourself and others. Respect the learning environment.

Classroom Rule 2—Speak with Respect—Your words must be appropriate. Use respectful and non-vulgar language. Respect yourself and take responsibility for your actions.

Classroom Rule 3—Appropriate Social Competencies—Behave in a manner which is appropriate for being in public. Show respect to people and their personal space.

Classroom Rule 4—Use Self Control at All Times—Behave in a way that allows program activities to continue smoothly. Follow all school policies and procedures.

Classroom Rule 5—Positive Interaction with Others—Interact positively with staff and peers. Be an active participant in your education. Be prepared to learn every day. Ask for help when you need it and offer help when you see someone else needs it. Let the teachers teach. Let the other students learn.

Adhere to the fifteen character traits:

Patience—A willingness to wait and endure without complaint.

Integrity—Doing what is right, fair and honorable.

Cooperation—Being able to work with others to accomplish a task or play a game.

Humanity—Believing that people of different cultures, abilities, religions, sexes, and races are equally valuable members of our society.

Responsibility—A willingness to be accountable for your actions without blaming others.

Respect—Showing regard for self, others, property and those in authority.

Goal Setting—Identify a desired outcome and plan a line of action to achieve it.

Honesty—A willingness to say openly what is known to be true.

Perseverance—Staying with a task; not giving up.

Gratitude—An understanding and awareness of the help or care another has given and the willingness to openly give thanks.

Self-Control—Managing your behavior in a positive way.

Self-Esteem—Having and demonstrating a positive belief in yourself.

Courage—Taking positive and healthy risks to benefit yourself and others.

Caring—Showing concern for others through words and actions.

Service—Extending time and effort to help others.

GRADING

The school year is divided into four (4) nine week quarters (**two (18) eighteen week semesters**), along with one eight (**8) week summer semester**. All grades will be based on a combination of attendance, class assignments, academic participation and discussion, homework, tests and quizzes. Parent/guardian and home school district will receive a report card on a quarterly basis. The grading scale of Parkland Preparatory Academy is as follows:

- A =** A superior grade indicating exceptional or outstanding work in both quantity and/or quality.
- B =** A commendable grade indicating above average accuracy and knowledge of the subject.
- C =** An average grade indicating adequate and satisfactory performance.
- D =** A passing grade indicating below average work.
- F =** A failing grade.
- I =** This is given when a student has not completed work due to an extended absence.
- =** Following a letter grade indicates “minus”, **+ =** Following a letter grade indicates “plus”

GRADUATION REQUIREMENTS

Graduation requirements are determined by each individual home school district. Students must meet requirements of their home school district in order to receive a diploma. Graduation exercises will be held at Parkland Preparatory Academy. Students wishing to participate in Graduation Ceremony at home school must inform Principal of Parkland so that home school may be contacted to determine student’s eligibility.

INTERNET AND COMPUTER USE

Parkland Preparatory Academy recognizes that technology is a tool for instruction which should facilitate and enhance the curricular goals. Internet access is one of the technology tools that can provide positive learning experiences for students. Because of the unique nature of the Internet, the staff will provide guidance and instruction to students in the appropriate use of that resource. Those responsible for student internet access will monitor its use so that maximum instructional benefit may result. Students are responsible for appropriate behavior on school computer networks. Computers and Internet are to be used for educational purposes only and are not to be used as recreational activities, such as email or chat rooms. General school rules for behavior and communications apply. Any intentional misuse of Parkland Preparatory Academy computers and/or Internet will result in the loss of the privilege to utilize such items. An Internet agreement must be signed by the student prior to using the computers.

TRANSFERS, WITHDRAWALS, AND REQUESTS FOR RECORDS

Parents/guardians are responsible for reporting any student transferring or withdrawing from the school to the Principal as well as the home school district. Requests for records should be made to the school district the student is registered in at the time of the transfer or withdrawal. Parkland Preparatory Academy may only release records that originated at the school and is not able to

release any records from other placements. Parents/legal guardians are also required to inform the Principal and the home school district of any change in residence, especially if the move prompts a change in the home school district.

V. BEHAVIORAL PROGRAM INFORMATION

RESTRICTIVE INTERVENTIONS/PHYSICAL MANAGEMENT

It is Parkland's policy to use restrictive interventions only as a last resort and after all other methods have failed. Parkland does not practice seclusion and does not utilize a "time out" room. Parkland does not utilize "take down" procedures at all or physical interventions as a method of behavior management. At times, it becomes necessary to use physical management with students who are behaving in an unsafe manner. All physical interventions follow the Crisis Prevention Institute (CPI) guidelines. It is the policy of Parkland Preparatory Academy that physical restraint is used as a last resort when all other attempts to de-escalate the student have failed and used only in the following situations:

1. The student is a danger to himself or herself.
2. The student is a danger to others (staff, students, etc.)

When a student engages in behaviors listed above, he/she may require the use of a physical management procedure. If a student is unable to gain control of his or her behavior through counseling and/or physical management, a parent/legal guardian or local authorities may be called for the safety of the student, as well as other students and staff.

STP ("STOP, THINK & PROCESS") ROOM

The purpose of the STP room is to provide students a safe, quiet environment with access to qualified professionals to assist the student to work through circumstances/behaviors impeding the ability of the student to participate in the classroom.

When a student is removed from class either through self-removal or staff-removal, he/she will work with crisis staff to process through the reason for removal. If after 5 minutes, the student is unable to transition back to class, the student will move to the STP room. The student's program therapist or the on-call program therapist will work with the student to complete the processing form and be transitioned back to class. The program therapist will monitor the transition and follow-up with student as needed to ensure successful transition.

The goal of the STP room is to successfully transition students back to class. In addition, the processing of the circumstances/behaviors is to improve students coping skills and assist students to move towards self-regulation of behavior.

BIC (BEHAVIOR IMPROVEMENT CENTER)

If a student exhibits behaviors that are deemed disruptive to the learning environment, he/she may be assigned to the BIC by a Parkland Preparatory Academy Administrator. The BIC may serve as an in-school suspension for a designated period of time, or the student may remain in the BIC until set criteria is met. The student will be required to complete his/her assigned classwork, write an apology letter to staff and/or students affected by their behavior, and complete a processing form

with their program therapist or the on-call program therapist. Upon completion, and once appropriate behaviors are demonstrated, the student will be eligible to return to class.

STUDENT ASSESSMENT, PROGRESS, AND OUTCOME REPORTING

IEP student goals will be tracked daily. Teacher's record behavioral and academic scores on a daily basis and any misconduct is dealt with as it occurs through mediation with involved staff and student. A report summarizing the misconduct and the mediation is documented. Parkland staff monitor physical restraints, elopement, attendance, student aggression, and injuries. Outcomes will be reported monthly to the principal and shared with staff. The school districts will receive student outcome information at the time of their IEP scheduled meetings. Parents will receive regular progress reports from the homeroom teacher and the student's therapist.

SCHOOL CALENDAR 2014-2015

PARKLAND PREPARATORY ACADEMY**SCHOOL HOURS 8:30 a.m. - 2:45 p.m.**

August		
18	Institute Day	NO SCHOOL
19	1 st Day of School	
September		
1	Labor Day	NO SCHOOL
October		
10	Institute Day	NO SCHOOL
13	Columbus Day	NO SCHOOL
November		
7	Institute Day	NO SCHOOL
21	Thanksgiving Holiday at close of school day	
December		
1	School Resumes	
19	Winter Break at close of school day	
January		
5	School Resumes	
15	End of First Semester	
16	Institute Day	NO SCHOOL
19	Martin Luther King Day	NO SCHOOL
February		
16	President's Day	NO SCHOOL
March		
13	Institute Day	NO SCHOOL
27	Spring Break at close of school day	
April		
6	School Resumes	
May		
8	Institute Day	NO SCHOOL
25	Memorial Day	NO SCHOOL
June		
4	Last Day of School	
4	End of Second Semester	
5	Institute Day	NO SCHOOL

EXTENDED SCHOOL YEAR**SCHOOL HOURS 8:30 a.m. - 1:00 p.m. MONDAY - THURSDAY**

June	
15	1 st Day of School

July
3
30
30

Independence Day
Last Day of School
End of Extended School Year Session

NO SCHOOL

SCHOOL SUPPLY LIST

- 12 Pencils #2
- 12 Black Ballpoint Pens
- 6 2 Pocket Folders (various colors)
- 6 Spiral Notebooks (70 sheets)
- 3 Wide Ruled Notebook Paper (100 sheets)



PARKLAND PREPARATORY ACADEMY

ACKNOWLEDGMENT OF RECEIPT OF PARENT / STUDENT HANDBOOK

NAME: _____ BIRTHDATE: _____

I acknowledge that I have received and read the full content of the Parkland Preparatory Academy Parent and Student Handbook. I understand that information and fully accept the responsibility to follow the guidelines of the program.

Please sign and detach this form from the Parent and Student Handbook and return to Parkland Preparatory Academy.

PARENT / LEGAL GUARDIAN SIGNATURE

DATE

STUDENT SIGNATURE

DATE

PARKLAND PREPARATORY ADMINISTRATOR SIGNATURE

DATE