

# PARKLAND PREPARATORY ACADEMY

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## Parent / Student Handbook



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 **maintain** an extremely effective therapeutic school, serving students with disabilities who have not had success in traditional public-school settings. At PPA, students will prepare for and become responsible hard-working citizens. Parkland Preparatory Academy will empower 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 students with disabilities age 5-21+, in the areas of Emotional Disability (ED), Specific Learning Disability (SLD), Other Health Impairment (OHI), Autism (ASD), Intellectual Disability (ID), Speech and Language Impairment (SL), Developmental Delay (DD), and Traumatic Brain Injury (TBI). Parkland Preparatory Academy provides comprehensive educational, social-emotional, and functional programs. Evidence-based academic curriculum and social/emotional interventions are utilized to meet the individual needs of students. Parkland Preparatory Academy provides a safe and high-quality educational environment, with the goal of helping students reach their greatest level of self-sufficiency. Students' academic and social/emotional needs are monitored continuously to provide individualized, data driven instruction. Parkland Preparatory Academy expects the best of every student and, in turn, provides individualized support for students to achieve at the highest levels. It is Parkland's goal to provide a well-rounded education meeting the needs of today's students through individualized and group therapy sessions, research-based education and life skills. Parkland students are tomorrow's future.

## **PROGRAM OVERVIEW**

Parkland Preparatory Academy builds strong foundations for successful futures. Come, meet our staff, discover our mission, and share a passion for safe and successful life experiences through academics, life skills and therapeutic support. Parkland Preparatory Academy will provide a comprehensive educational and social emotional program for all students 5-21+. Therapeutic interventions focus on individual and group counseling sessions.

Currently, Parkland Preparatory Academy provides a comprehensive learning experience for students ages 5-21+. The educational curriculum implemented aligns to the Illinois Learning Standards. Parkland Preparatory Academy provides comprehensive educational, social-emotional, and functional programs. Evidence-based academic curriculum and social/emotional interventions are utilized to meet the individual needs of students. PPA provides these services for students grades Pre-K to 12+ (ages 5-21).

## PROGRAM SERVICES

PPA is a private therapeutic day school for children with special education eligibilities referred from public school districts with 50 miles of the school's campus.

### *School year & Extended School Year (ESY)*

- 176 school days during the regular school year
  - Monday through Friday - 8:30am - 2:15pm
- 20 school days during the extended school year
  - Monday through Friday - 8:30am - 2:15pm

### *Special Education Eligibility*

- Autism (ages 5-21)
- Intellectual Disability (ages 5-21)
- Speech/Language Disability (ages 5-21)
- Developmental Delays (ages 5-9)
- Other Health Impairment (ages 5-21)
- Emotional Disability (ages 5-21)
- Specific Learning Disabilities (ages 5-21)
- Traumatic Brain Injury (ages 5-21)
- Multiple Disabilities (ages 5-21)

### *Certified Staff*

**LBS1 Certified Special Education Teachers** - All teachers are state-certified Learning Behavior Specialists. Our classrooms provide students with certified LBS1 instructors; depending on the individual needs of the students within the classroom additional support staff may also be present in addition to any certified Special Education Teachers.

**Program Therapist** - Clinical services are delivered by from a variety of professionals such as Licensed Professional Counselors, Licensed Clinical Professional Counselors, Licensed Social Workers, School Social Workers (MSW) and School Psychologists. Both group and individual counseling are implemented as dictated by individual needs outlined within a student's Individual Education Plan.

**Certified Paraprofessionals** - Individual students requiring constant one-on-one attention will be provided with a state certified paraprofessional. A certified paraprofessional may be present in the classroom as a teacher's assistant as well.

**Behavior Intervention Staff** - Certified paraprofessional staff also support the social-emotional needs of students outside of the classroom. This staff utilizes Crisis Prevention Intervention (CPI) techniques, to maintain the safety of staff and students. Behavior Intervention Staff also monitor and assist with morning arrivals/checking in students and checking them out at dismissal each day.

**Speech Pathologists and Occupational Therapists** – Speech and Language Pathologists, Occupational Therapists and Certified Occupational Therapist Assistants provide related services in these areas to students who qualify and have documented minutes within his/her Individual Education Plan for such services.

### *Clinical Services*

At PPA, we utilize a model called Circle of Courage™ throughout our program. This model focuses on positive youth development based on the principles of belonging, mastery, independence, and generosity. PPA has a Social/Emotional committee that researches, develops, and implements training for staff throughout the course of the school year.

Students at PPA also benefit from group and individual counseling services from a number of qualified, licensed professionals. The qualifications of PPA's program therapists include;

- Licensed Social Worker (LSW)
- Master of Social Work (MSW)
- Licensed Clinical Professional Counselor (LCPC)
- Licensed Professional Counselor (LPC)
- School Psychologist

Our professionals provide group counseling weekly within the classroom setting. Students also meet with program therapists on an individual basis, as needed or as dictated by the Individual Education Plan. Groups in the classroom focus on a number of areas that address specific classroom needs and general topics such as anger management, social skills, coping skills, empathy, etc. Additional activities/groups provided by the clinical team at PPA include, but are not limited to:

- Annual College and Career Fair
- Anti-Bullying Groups/Assemblies
- Campus Volunteer Work
- Boy's and Girl's Groups
- Daily Living Skill Groups
- Vocational Prep and Training Groups

### *Health services*

PPA has a Registered Nurse that consults with related medical staff and Administration at all buildings. These staff members may be assigned task by the RN such as:

- Medication intake and management
- Medication distribution
- Attend to emergency health needs of all students and staff

## *Evaluation*

PPA also offers the ability to complete a full case-study for students. These assessments may include cognitive testing, academic achievement testing, social/emotional rating scales, autism spectrum rating scales, as well as Speech and Language or Occupational Therapy evaluations. In addition to formalized assessments, the PPA team will also track and present data through behavioral incident reports, attendance, IEP goal attainment, progress monitoring, time spent within the STP (Stop, Think, and Process) room and formal/informal curriculum-based measures, as well.

## *Community Encounter Opportunities*

- Field trips are offered through Community Based Instruction and promote functional living skills to give students exposure to post-secondary experiences
- Philanthropy trips
- Recreational trips aligned with Social Emotional Standards to help students display acquired social skills, explore leisure activities and are also used as program-wide incentives

For Parkland Preparatory students, academics encompass prescribed course work required for graduation through their public-school district, social skill groups that allow promote successful interactions with family and community, identifying independent recreational skills, job seeking, job maintenance skills, independent living skills, and finally, coping skills to deal with life's stresses, losses, and unexpected challenges.

Parkland Preparatory Academy aims to assist each student in reaching their full potential through developing each student's unique skills and capabilities. All students receive individual attention and care from dedicated and qualified teachers, counselors, coaches, and paraprofessionals who work one on one with each student as they develop into young adults.

With a focus on academics, transition skills, and self-management of social and emotional issues, Parkland Preparatory Academy staff will work collaboratively with family, home school districts, and other service providers to maintain constant and open communication related to the progress and growth of each student. Students are involved in their Individualized Educational Plans and participate in annual meetings regarding their progress toward goals as appropriate.

All Parkland Preparatory Academy students will work with their Special Education Teachers and Program Therapists to identify long term Transition Goals leading to post-high school training/schooling, employability, community recreation and independent living.

Education for some Parkland Preparatory Academy students will extend beyond traditional classroom work to include transition assessments, instruction on seeking employment, filling out applications and interview preparation. All transition activities and events are outlined within each student's Transition Planning Guide (TPG) which can be found in their Individualized Education Plan once they turn 14.5 years old.

All staff are expected to demonstrate positive role-modeling for students and focus on modeling and emphasizing positive choices. Parkland Preparatory Academy focuses on making positive choices with intermittent rewards/incentives, rather than focusing on negative behavior and negative consequences. Parkland Preparatory Academy only utilizes physical management in the case a student is a direct harm to self or others. All staff are trained annually on CPI de-escalation techniques, all physical holds are documented, and debriefed daily with staff and parents.



## II. PROGRAM INFORMATION

### STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to:

1. A Free Appropriate Public Education (FAPE)
2. Instruction provided by Special Education Teachers licensed through the Illinois State Board of Education
3. A safe school environment

Students have the responsibility to:

1. Be on time and prepared for class each day
2. Allow all students access to instruction and social emotional supports
3. Maintain the safety of themselves and all others

### DAILY SCHEDULE

Parkland Preparatory Academy daily schedule consists of seven 45-minute academic periods allowing students to receive seven academic courses during the traditional school year. A typical grade 7-12+ student schedules will include an elective or vocational study, physical education and a lunch. All course requirements dictated by the home school district. Below is a sample schedule for reference.

1 <sup>ST</sup> PERIOD	8:30 A.M.-9:15 A.M.
2 <sup>ND</sup> PERIOD	9:15 A.M.- 10:00 A.M.
3 <sup>RD</sup> PERIOD	10:00 A.M. - 10:45 A.M.
4 <sup>TH</sup> PERIOD	10:45 A.M.-11:30 A.M.
LUNCH	11:30 A.M.-12:00 P.M.
5 <sup>TH</sup> PERIOD	12:00 P.M.-12:45 P.M.
6 <sup>TH</sup> PERIOD	12:45 P.M. -1:30 P.M.
7 <sup>TH</sup> PERIOD	1:30 P.M.-2:15 P.M.

## STUDENT MEAL PROGRAM

Parkland Preparatory Academy serves both a morning snack and daily lunch to students. Morning snack is served at 8:30 a.m. and lunch is served at 11:00 a.m. (elementary) and 12:00 p.m. (middle and high school) depending on the student's classroom schedule. If a student prefers to bring his/her own meal, it will be checked in at the start of the school day and kept in the classroom until scheduled lunchtime, as Parkland does not provide refrigeration or microwaving for these meals. Opened beverages are not permitted in as well as other items listed under contraband.

Please note Parkland is a **Peanut-Free Environment**. Please be conscientious in the selection of lunch items and treats placed in lunches to limit exposure to peanuts. If a student brings an item containing peanuts, the item will be held and returned to the student at dismissal.

If a child requires a specialized diet or eating plan due to medical, or other circumstances, please contact the building Principal to discuss how Parkland Preparatory Academy may accommodate the specific needs of your child.

## DRESS CODE

Students are expected to dress in a manner that speaks to a positive educational atmosphere. Clothing, jewelry or accessories that interrupt, interfere with, or compromise a safe learning environment, are not permitted and will be checked in prior to student's attending class.

Students must be adequately clothed. Articles of dress depicting graphics or wording signifying **tobacco, alcohol, illegal substances, sexuality, vulgarity, indecency, violence or identifying a gang affiliation, or jewelry that could be 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 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, tube tops, low cut clothing and any top with spaghetti straps). Pants, shorts and skirts must be fingertip length and worn the waist, under garments are prohibited from showing. Students 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 contraband until parent/guardian can pick up, any of the above-mentioned items.

## **SAFETY CHECKS**

Morning check-in and searches include the use of a metal detector wand and are conducted at Parkland Preparatory Academy daily to ensure non-approved materials and contraband are not brought into the learning environment.

### Non-approved items include and are not limited to:

Candy, make-up, hair brushes/combs/hair picks, cell phones, electronics, toys, keys or any other item staff determines to be a distraction to the learning environment. These non-approved items will be checked in by staff and returned to students at dismissal.

### Contraband items that WILL NOT be returned at dismissal:

Laser pens/pointers, drugs (licit, illicit, OTC), paraphernalia, cigarettes, any type of vaping device, weapons of any kind (real or look alike), unidentified substances, open drinks of any kind, wallet chains, lighters or matches, canned beverages (even un-opened) or any other item staff determines to be a safety risk.

Parkland Preparatory Academy staff may involve local authorities if any questionable substance is found to be in the possession of any student. Student searches 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 classrooms without permission, school staff will attempt to engage the student verbally and prevent him or her from leaving the campus. However, if the student decides to leave the school building and school property, despite the verbal intervention of staff, staff will follow and attempt to maintain visual contact while radioing Administration for assistance. If student leaves the school property and staff are unable to maintain visual contact, Administration will notify the local police for safety first, then student's parent or legal guardian and then later other agencies we maintain a release to communicate with regarding the student. The goal is to always maintain student safety.

## **ILLNESS**

Should a student experience fever, vomiting, diarrhea, or a rash during the school day, he/she will be assessed by school personnel with proper authority and parent/guardian will be notified. If deemed necessary the student leave school prior to dismissal, it is the responsibility of parent/guardian to pick the student up promptly. The student should not return to school until they are completely free of fever for 24 hours. In emergency instances such as an asthma attack, severe allergic reaction (anaphylaxis) or an injury deemed significant in nature 911 will be phoned immediately followed by the parent or guardian.

## **STUDENT PICK-UP**

Transportation services for students to and from Parkland Preparatory Academy are provided by the home school district in the form of a school bus or taxi service. In the event a student needs 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. The authorization for others to pick up a student is given when the parent registers the student at Parkland Preparatory Academy. When an alternate pick up occurs, staff will validate that adult's identity through comparing their I.D. or State License to the name parent/guardian has provided in the student registration packet. If there is not a match between the release form and State ID card, the student will not be released to the person presenting themselves.

## **FIELD TRIPS/OUT OF SCHOOL ACTIVITIES**

Parental authorization is required for students to participate in outings and field trips at Parkland Preparatory Academy. For outings and field trips, students are taken into the community to participate in educational, recreational, and transition activities. Parkland Preparatory Academy accepts no responsibility for the inherent risks of field trips/outings or activities. Parkland Preparatory Academy staff will provide supervision and transportation in a school vehicle or if in walking distance, both students and staff will walk to the destination.

Students must meet criteria established by Parkland Preparatory Academy staff in order to attend a field trip, outing or activity. Students who cannot meet expectations while attending 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 South and Streamwood are members of Pro-League, a not-for-profit organization providing competitive scholastic and athletic programs for students with disabilities attending private and public schools. Students meeting criteria established by Parkland Preparatory Academy staff, may participate in a variety of incentive-based 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.

## **ELECTRONIC DEVICE POLICY**

Electronic devices of any kind, 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 (this list is not exhaustive). As such, students must check in any electronic devices to the school staff upon entering the school building. Such devices are stored individually and returned to the student at the end of the school day.

In the event 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 can pick-up from Administration.

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. If you chose to decline PPA displaying photographic images of your child, this should be indicated on the Parkland Preparatory Academy registration packet. Should your decision change at anytime the school must be notified in writing.

## **DAMAGE TO PROPERTY**

Students are expected to respect personal and school property. Any cost to repair or replace damaged 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 and financial responsibility of damaged property to the student if possible. While arrangements for the payment of damages should be a family decision, parents and legal guardians are ultimately financially responsible for all damages.

## **SUBSTANCE USE/ABUSE**

Students who are suspected of being under the influence may be subject to additional steps at our morning check-in. 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 (any substance and/or vape) on school grounds, in vehicles on grounds, including taxis, vans and busses transporting students to and from school. If students are observed dispensing any substance to others items will be confiscated and all students 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 though they are having a medical emergency and will be subject to the medical emergency procedures in this handbook. Parents will be notified if medical emergency interventions have been called.

## **MEDICAL EMERGENCY**

In the case of a medical emergency, 911 will be called and parents will be notified immediately following the contact of emergency personnel. Parents will be phoned at the numbers they have listed in the registration packet. Parkland Preparatory Academy personnel will authorize, 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, or financially responsible for the cost of any evaluation or treatment. This information is also referenced in Parkland Preparatory Academy's registration packet.

## **ALLERGIES/ASTHMA**

Parents are responsible for notifying Parkland Preparatory Academy of any allergies a student has, food or otherwise. An Emergency Action Plan (EAP) and/or Individual Health Care Plan (IHCP) will need to be provided for students with life-threatening food allergies or asthma **prior to the first day of attendance**. It is critical for student safety that the school is aware of any allergies or medications taken.

## MEDICATION ADMINISTRATION

As a regular practice, medication should be administered at home when at all possible, but understandably there are exceptions and administration may fall during hours when a student is at school. In these situations, the following rules/regulations will 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 at the school office any time. These forms must be complete, or medication will **NOT** be administered.
- Parents/legal guardians are responsible for providing prescribed medication in a **current** pharmaceutical bottle that properly indicates the medication, dosage to be given and time of day to be given. This information **MUST** match the information provided on the Physicians Instructions form or medication will **NOT** be administered.
- Upon checking in medication at Parkland Preparatory Academy, the medication will be checked in view of another adult to document the number of pills received. A medication receipt will be filled out, initialed by a witness listing the medication and quantity of pills received and placed with medical documentation for the relevant student.
- Even over-the-counter medication (non-prescription) will **NOT** be administered without a physician's order, as well as parental/legal guardian permission.
- Medication is secured in a locked cabinet that is secured to the wall, in a room that is kept locked. When medication is administered to any student it will be recorded by student name, date, time and type of medication, along with dosage.
- It is the parent/legal guardian who is responsible for notifying the school of any medication changes made and for providing a new and updated physician's order with the new medication order or dosage listed. Delivery of medication may **NOT** be altered without this information.
- In the instance when a dose of medication is spilled, dropped or destroyed prior to administration, a new dose will be administered. Parents/legal guardian will be notified 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.

### **III. ATTENDANCE INFORMATION EXCUSED / UNEXCUSED ABSENCES**

Student daily school hours at Parkland Preparatory Academy Streamwood are  
**8:30 A.M. – 2:15 P.M.**

Although attendance is expected, students may occasionally miss school for the following reasons:

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

In the event your child will be absent or tardy, Parents and Guardians must call the school to report reason **no later than 8:00 a.m.** and may leave a message on our general voicemail during non-school hours. If no phone call or message is received, Parents or guardians will be contacted by Parkland Preparatory Academy for students not in attendance. If there is no contact from the Parent or Guardian, the absence will be **unexcused** regardless of the reason. Students with unexcused absences are not eligible to make up missed work, unless additional accommodations related to make up work are noted within a student's IEP.

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.

### **EFFECTS OF EXCESSIVE ABSENTEEISM**

Students are expected to be in attendance every day for school. 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. Lack of attendance may also factor into the grading process. Students are expected to be present for 90% of instructional time in order to be exposed to all therapeutic elements Parkland has to offer, along with the individual programming outlined within in student's IEP.



## TARDINESS

Parkland Preparatory Academy strongly urges students to utilize provided school transportation services. Students are expected to arrive by 8:30 a.m. daily. Tardiness resulting from school transportation matters will be excused. All other tardiness will be documented and monitored. Excessive tardiness will be reported to home school district to determine if a meeting needs to be scheduled with the educational team to discuss further 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.emergencyclosings@wgnradio.com>.

**Facility Name:**

Parkland Preparatory Academy

**City: (see below)**

Submit

### PHONE:

Call (847) 238-1234 from a touch-tone phone and enter Parkland Preparatory Academy's city and phone number from selection below:

***STREAMWOOD***

Phone (630) 823-8323

***OAK LAWN***

Phone (708) 857-8100

***PLAINFIELD***

Phone (630) 636-9732

***LAKE IN THE HILLS***

Phone (630) 426-3390

### EMAIL:

Register to receive email notification at [emergencyclosings@wgnradio.com](mailto:emergencyclosings@wgnradio.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**

All visitors to Parkland Preparatory Academy 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 any visitor to their final destination within the school building.

School visits are to be scheduled in advance and approved by the Administrator on site. Unauthorized persons will not be permitted in the school building or on school grounds at any time. Administration is authorized to take appropriate action to prevent such persons from entering the building and loitering on school grounds.

Approved visits and observations will all have a declared purpose and will be minimally invasive to the classroom routine. Scheduled visits shall not interfere with the instructional or non-instructional operations, or compromise safety in anyway. Any questions visitors have are to be discussed only the Administrator in private after the visit has been completed.

### III. ACADEMIC INFORMATION

#### 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 to the school setting. Use respectful and non-vulgar language. Respect yourself and take responsibility for your actions.

**Classroom Rule 3—Appropriate Social Skills—**Behave in a manner which is respectable and polite for being in public. Show respect to others, their personal space and be polite.

**Classroom Rule 4—Use Self Control—**Demonstrate behaviors that allow classroom and program activities to be conducted with limited interruption. Respect your body and mind personal space.

**Classroom Rule 5—Positive Interaction with Others—**Interact positively with staff and peers. Be an active participant in your education. Come prepared to learn every day. Ask for help when needed and offer help when you see someone in need.

#### GRADING

The school year is divided into four (4) nine-week quarters **(two (18) eighteen-week semesters)**, along with one four **(4) 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 at 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.

## **GRADUATION REQUIREMENTS**

Graduation requirements are determined by each individual home school district. Students must meet the requirements of their home school district to receive a diploma. The diploma issued will be from the student's home school district. Parkland Preparatory Academy will also issue a certificate for presentation at Parklands graduation ceremony offered to students and their family. A graduation ceremony will be held at Parkland Preparatory Academy. Students wishing to participate in the graduation ceremony at their home school must inform Administration at Parkland Preparatory Academy of their desire to attend their home school's graduation ceremony so Administration can initiate contact with the home district for approval and directions.

## **INTERNET AND COMPUTER USE**

Parkland Preparatory Academy recognizes technology is a tool for instruction which helps to facilitate and enhance curricular goals and student engagement. Internet access along with technology can provide positive learning experiences for students. Because the Internet is all encompassing, staff will provide guidance and instruction to students about the expectations and limitations to observe while using these learning tools. Those responsible for student internet access will monitor its use so maximum instructional benefit is the result. Students are responsible for appropriate behavior while on any school computer network. Technology and the Internet are to be used for educational purposes and are used on a limited basis for the purpose of individual incentives. School rules for behavior and communication apply.

Any intentional misuse of Parkland Preparatory Academy technology and/or Internet will result in the loss of using any technology. An Internet agreement must be signed by the student prior to using technology.

## **TRANSFERS, WITHDRAWALS, AND REQUESTS FOR RECORDS**

Parents/guardians are responsible for reporting any student transferring or withdrawing from PPA to their public home school district and Parkland Preparatory Academy Administration. Requests for records to be transferred are to be made with the school district the student is leaving at the time of the transfer or withdrawal. Parents/legal guardians are required to inform the school district and Parkland Preparatory Academy of any change in residence, especially if the move prompts a change in the home school district.

## **V. BEHAVIORAL PROGRAM INFORMATION**

### **RESTRICTIVE INTERVENTIONS / PHYSICAL INTERVENTION**

It is Parkland's policy to use physical intervention only as a last resort and after all other interventions have failed. At times, it becomes necessary to use physical intervention with students who are exhibiting unsafe behaviors towards themselves or others. All physical interventions follow the Crisis Prevention Institute (CPI) guidelines and training methods. It is the policy of Parkland Preparatory Academy that physical intervention 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 or Students).

When a student is in danger or endangering the safety of others, he/she may be placed into a physical hold according to CPI guidelines. 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. All staff are trained in CPI upon being hired at Parkland Preparatory Academy and renew their certification on an annual basis.

### **STP ("STOP, THINK & PROCESS") ROOM**

The purpose of the STP room is to provide students a safe, quiet environment with access to professionals who may assist the student to work through unsafe circumstances or emotions they are displaying. This way they receive the services they need and when de-escalated can safely return to the instructional environment.

When a student is removed from class either by self-removal (allowed through accommodations in his/her IEP) or by staff-removal (due to being a harm to self or others), he/she will work with Behavior Intervention Staff to de-escalate and process through the reason for removal.

If additional assistance is needed the student's Program Therapist, or the on-call Program Therapist, will work with the student to complete processing the situation and transition back to class. The Program Therapist will monitor the transition and follow-up with student as needed.

The goal of the STP room is to successfully transition students back to class to participate in instructional activities. In addition, the processing of the circumstances/behaviors is to improve students coping skills and assist students to move towards the implementation of coping strategies when faced with a difficult to manage situation.

## **BIC (BEHAVIOR IMPROVEMENT CENTER)**

If a student exhibits behavior deemed extremely disruptive or continuously unsafe 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 amount of time, or the student may remain in the BIC until set criteria is met and they have processed the incident that led to being placed in the BIC. 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 with their program therapist or the on-call program therapist. Upon completing the following tasks, a student will be escorted back to their assigned classroom.

## **STUDENT ASSESSMENT, PROGRESS, AND OUTCOME REPORTING**

Student progress is continually tracked through several different ways while attending Parkland Preparatory Academy. Each teacher maintains a student portfolio for every student in their classroom, which contains progress data on academics, social emotional growth and other relevant information related to each student's educational needs. Some of this information specifically includes:

- The students current IEP
- The students last evaluation
- Relevant medical information
- Number of minutes they receive related services (Counseling, Speech, OT)
- Progress reports and report cards
- Work samples demonstrating progress towards IEP goals
- Documentation and data on social/emotional/behavioral goals

Progress monitoring each student is expected to be an on-going process at Parkland Preparatory Academy. Cumulative data will be shared out with the student's IEP team minimally on an annual basis. This meeting is called an "annual review". Teachers are expected to maintain regular contact with parents regarding student progress. This contact may be through a variety of forms depending on what works best for the parent; e-mail, phone call, text message, note home in the bag or a notebook that travels between home and school. Any progress reports or report cards will be sent home via the US Mail.

# PARKLAND PREPARATORY ACADEMY

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## ACKNOWLEDGMENT OF RECEIPT OF PARENT / STUDENT HANDBOOK

NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

I acknowledge I have received and read the full contents of the Parkland Preparatory Academy Parent and Student Handbook. I understand the information presented on pages 1-21 and fully accept responsibility and agree to follow the guidelines of the program.

This sheet will be kept on file with Parkland Preparatory Academy.

\_\_\_\_\_  
**PARENT / LEGAL GUARDIAN SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**STUDENT SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PARKLAND PREPARATORY ADMINISTRATOR SIGNATURE**

\_\_\_\_\_  
**DATE**

