EAU CLAIRE ACADEMY

ALTERNATIVE SCHOOL

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Eau Claire Academy

Eau Claire WI

ORIENTATION GUIDE

CONTACT INFORMATION

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EAU CLAIRE ACADEMY ALTERNATIVE SCHOOL

MISSION STATEMENT

Our mission is to provide a highly structured, supportive and safe learning environment where students with unique or special education needs can benefit from individually focused education and develop appropriate school behaviors.

CORE VALUES

Respect: for the students in our program

Quality: through excellence in service

Success: of children maximizing their potential

Safety: in our school environment

STATEMENT OF GOALS

The staff at the Eau Claire Academy is committed to the following goals:

* Provide a safe and nurturing environment in which children can learn
* Develop individualized academic instruction designed to meet each student’s needs
* Assist students in strengthening their problem solving, social and conflict management skills

 ATTENDANCE

**DAILY SCHEDULE**

Classes are in session at the Eau Claire Academy from 9:00 – 2:45. Partial days are set up on an individual basis.

**TRUANCY**

Truancy is defined as any absence of part or all of one or more days from school during which the school staff has not been notified of the legal cause of such absence by the parent or guardian. The home school district will be notified of truancy issues by the Eau Claire Academy.

**EMERGENCY SCHOOL CLOSINGS**

The Alternative school will be following the Eau Claire Area School District calendar. If the Eau Claire School District closes school then the Alternative school will be closed also. If your school district closes school and Eau Claire does not, your child will not have school.

**CHILD ABSENCE**

 Call the Eau Claire Academy (715-834-6681 ext. 368) in the morning to notify the school if your child will be absent or arriving late for school. If we do not hear from you by 9:00 am, we will call the parent or guardian at home or work to verify the absence. If we cannot reach the parent or guardian, the absence will be listed as “unexcused”. Students are not permitted to call and report themselves as being absent. Please send a written note following your child’s absence. If your child becomes sick at school, an education staff will contact the parent or emergency contact person.

**EMERGENCY DRILLS**

State safety and school regulations require all schools to have fire drills, tornado drills and emergency evacuation procedures. A drill is a serious event to ensure the safety of all students and staff in case of a real emergency. Students are expected to fully participate in scheduled drills using appropriate

ENTRY BEFORE SCHOOL

Students are not to be at school before 8:45. A hand held security wand will be utilized to scan students’ clothing and personal items at the time of arrival or before entering the Academy in the morning. Purses or backpacks will be searched and held on a daily basis. Students’ unauthorized items found at the time of a search will be kept until a parent or guardian personally claims the item(s).

ASSESSMENT AND EVALUATION

Assessment is an ongoing and integral component relating to each student’s program plan and progress. The Eau Claire Academy provides assessment information and teacher evaluations throughout the student’s placement.

Assessments Include:

* IEP and program development at the time of placement
* Achievement testing at the time of placement and /or from school districts
* Daily progress reports to parents and bi-weekly reports to school districts

TRANSPORTATION

The home school district is responsible to coordinate transportation for students. Students are responsible to practice safe and positive behavior during transportation to and from school. Daily contact with transportation staff is maintained and the drivers provide Behavioral Reports to staff. Students who are reported for negative or unsafe behaviors will serve consequences and loss of privileges at the Eau Claire Academy Alternative School. Consequences will range from time-out to an in-school suspension. Repeated behavioral problems on the transportation route will result in an emergency team meeting. Chronic bus behavior is defined as more than two (2) bus reports per quarter or more than three (3) bus reports per semester.

If the student is not using school transportation, the school day still starts at 9:00 am and ends at 2:45 pm. Students are expected to be dropped off and picked up at the North Door.

BUS OR VAN RIDER RULES

1. No profane language
2. Seatbelts must be worn when riding the bus or van
3. Cooperate and follow staff directions
4. Keep aisles clear
5. Keep vehicle clean
6. No throwing things on or outside of the vehicle
7. Keep hands, feet and head inside the vehicle
8. Bus driver or staff are authorized to assign or change your seat

EDUCATIONAL OUTINGS/FIELD TRIPS

Educational and recreational field trips are designed to enhance the social, intellectual and physical development of students. Participating in scheduled activities is based on specific behavioral criteria and academic assignment completion. The majority of school outings or field trips are within close proximity to the alternative school site. Parents sign a permission form at admission to the day school.

LUNCHES

Hot lunches are available at the school site. The hot lunch menus are approved by a certified nutritionist. Hot lunch is optional. Peanut butter and jelly sandwiches are available or a parent may provide a healthy cold lunch for their child.

GRADING SYSTEM

An important element of the educational process at the alternative school is student evaluation and teacher reporting. Evaluation allows parents, professionals, and students an understanding of specific areas of strength and weakness. Evaluations provide practical recommendations to improve and enhance individual skills, behavior, academic achievement, and overall school adjustment. Student progress will be evaluated as determined by the IEP team. Report cards will be sent home with the student and home school district at the end of each quarter or trimester.

Students will be graded on a daily bases in the following five areas:

1. Behavior
2. Assignment accuracy
3. Assignment completion
4. Class participation
5. Effort

**Grading Scale**

The Eau Claire Academy will provide students with consistent and frequent positive reinforcement, immediate feedback, consequences and ongoing communication with parents.

The following grading scale will be utilized on reports:

|  |  |  |
| --- | --- | --- |
| Academic Progress | Effort/Study | Conduct |
| 90-100 % | A | 1 | Consistently contributes more than required | 1 | Very Good |
| 80-89% | B | 2 | Fulfills assignments, studies independently, participates in class | 2 | Good |
| 70-79% | C | 3 | Warning: needs to improve in use of time and abilities | 3 | Warning: needs to improve |
| 60-69% | D | 4 | Low levels of effort and study are impeding progress | 4 | Consistently needs correction |
| 59% & below | F | 5 | Fails to complete required assignments repeatedly, inattentive | 5 | Severe disruption |

MEDICATION

**PRESCRIPTION MEDICATION**

EVERY NEW SCHOOL YEAR:

1. Parents and/or guardians **MUST** fill out the Eau Claire Academy consent form before any medication will be given to your child
2. A physician must fill out and sign the standard medication consent form and fax to the Eau Claire Academy Nursing Department at 715-834-2159
3. Medication must be brought to school in its properly labeled container and turned in to staff.
4. The school must be notified in writing upon any change in medication or discontinued.

**NON-PRESCRIPTION MEDICATION**

1. A parent consent form must be filled out.
2. **Parents are responsible to provide this medication to the Academy.**
3. Medication must be in its original container, unopened.
4. Medication must be turned in to Assistant Principal/designee for dispensing

GENERAL SCHOOL EXPECTATIONS

All students attending the alternative schools will be expected to adhere to a basic code of conduct which promotes self-respect and respect for others.

The following are general expectations that all students will be held accountable for during their attendance at the alternative school:

1. Follow instructions from staff
2. Accept re-direction
3. Be on time for school
4. Use appropriate language with peers and staff
5. Maintain positive peer relationships
6. Maintain positive adult relationships
7. Students are not allowed to use cell phones and/or IPod, MP3 players

Unwillingness to cooperate with these policies will result in appropriate intervention.

DRESS CODE

Students are expected to be dressed in a clean and neat fashion. A student’s clothing will be considered unacceptable if it distracts from the learning environment. The following list includes, but is not limited to, unacceptable clothing:

1. Excessive jewelry/ body piercing
2. Muscle shirts / tank tops
3. Ripped or torn clothing
4. Clothing that has been written on with pen or pencil
5. Hats or head apparel in the building
6. T-shirts promoting drugs, alcohol, tobacco, gangs, violence, sex, or racial discrimination
7. Short shorts.
8. Hip pouches, purses, or wallet chains
9. Tight fitting, suggestive clothes/ revealing or sagging clothes
10. Pants / shorts are to be worn with the waist band at the waist
11. See through clothing
12. Inappropriate tattoos must be covered
13. No excessive make up
14. Heavy winter coats cannot be worn in the classroom

PERSONAL PROPERTY/MONEY

All personal property is the responsibility of the student. Students are discouraged to bring valuable articles to school. All school supplies will be provided by the classroom teacher.

Personal property will be kept in the school office or other designated place and will be picked up by the student after school. This includes cell phones and MP3 players which may be used only on transportation to and from school.

RESTITUTION

Encouraging responsible behavior is a basic element of our behavior modification approach at the Eau Claire Academy Alternative School. At the same time we feel some responsibility to provide for the reasonable protection of our property and the personal property of our students and staff. Therefore, it is our intent that when a student intentionally damages or destroys property belonging to the school or another person, that this individual should be held responsible and will make monetary restitution in an amount deemed reasonable.

SMOKING/TOBACCO/CONTRABAND

Smoking is against the law and considered a serious offense. Any student caught smoking or with cigarettes will incur one or more of the school consequences:

1. In-school suspension
2. Monetary fine/Ticket (Police will be contacted)

Parents and the home school district will be notified.

ANTI-VIOLENCE POLICY

All students attending the Eau Claire academy have the right to be educated in a learning environment that is safe and secure. A positive school climate is established through team work, cooperation, problem solving, and respect. Students are directed to resolve conflicts or frustrations in a peaceful, non-violent manner.

Weapons of any sort are never allowed on school grounds. If a weapon is seen, it will be confiscated. Violation of this rule will result in an in-school suspension. Parents, home school personnel, and the proper authorities will be notified of all incidents.

All verbal and written threats of physical harm to anyone, involving any type of weapon, will be taken seriously. These incidents will be reported to parents and documented in the student’s education file.

**ANTI-VIOLENCE**

In addition, the Eau Claire Academy Alternative School discourages all things which glorify and promote violence. Discussions about gangs, violent topics, drawing violent pictures, music and television that promote violence will not be allowed. Violating the anti-violence policy will result in a school intervention as well as documentation of the incident.

The Eau Claire Academy staff reserve the right to call local law enforcement for assistance when violence, disorderly conduct or property destruction occurs.

Staff or other students may press formal charges when aggressive behavior causes harm or injury.

CRISIS INTERVENTION POLICY

The Eau Claire Academy Alternative School uses a non-judgmental, team approach for interventions to accomplish the goals set forth in the IEP. The crisis team works in conjunction with the teachers and staff. The crisis team utilizes a non-judgmental approach that offers alternatives to behavior as well as choices. The crisis team utilizes a professional approach to treat each student with individuality, respect and dignity. We are committed to providing a safe and therapeutic environment in which to maximize the success of our students.

**FLOW OF INTERVENTIONS**

The Academy believes that all students have the right to be treated with dignity and respect. The Eau Claire Academy also takes seriously its responsibility to provide a safe learning environment for all students. As interventions with students become necessary, the least restrictive and most appropriate to safely manage the student’s behavior is preferred. The following interventions are described in the order of least restrictive to most restrictive.

**Verbal Intervention**: Good communication and listening can often be the only level of intervention which is necessary for a student. Unless extreme danger is imminent, this intervention is always the first intervention utilized to resolve situations with students.

**Third Party Intervention**: At times, a student may be more responsive to a third party interventionist. The Academy has available at all times Core Staff personnel and Crisis Intervention Specialists (CIS) to assist your child in problem resolution with their treatment staff.

**Specific Intervention Terms**

**Take a Break**

1. The intent is sometimes used as distraction or to re-focus student engagement
2. Can be identified within the room, walk, gross motor/sensory break
3. Student or adult initiated
4. Not intended to be punitive

**Time Out**

1. The intent of Time Out is to allow the child processing time and develop a plan with an adult to re-integrate into the classroom
2. Designated area outside of the classroom
3. Adult initiated-if child is unable to transition independently, adult support (to include verbal and physical prompts) will be provided
4. A consequence for inability to maintain classroom expectations that interfere with the learning of self or others

**Seclusion**

1. The intent is to interrupt the dangerous behavior and give the child an opportunity to process the incident and develop a plan with an adult to re-integrate into the classroom
2. Involuntary confinement of a student, apart from other students, to a designated area outside of the classroom which the student is physically prevented from leaving (door can be shut but not locked)
3. Adult initiated when a student’s behavior presents a clear and imminent danger to self and others
4. A consequence for the inability to maintain safe behavior

**Life Space Resolution Center (LSRC)**

The **Life Space Resolution Center** (LSRC) provides for a supervised time out (time) away from the immediate area of the school environment, in order to have heightened staff supervision and to process with a third party interventionist.

**Multi-Sensory De-Escalation Room (MSDR)**

The Multi-Sensory De-Escalation room is a non-coercive intervention option that is designed to provide a variety of ways to assist youth in learning self-regulation skills.

**Restrictive Interventions** Restrictive Interventions are used only to prevent immediate physical harm to the child or to others. The only restrictive interventions that are allowed are physical holds implemented in accordance with the approved techniques by trained staff. Interventions include seclusion and Behavior Support Procedure. Restrictive interventions are discontinued as soon as the immediate threat of physical harm ends.

**Contraband Procedure for Alternative School Students**

To ensure the safety of all students in the school, the following guidelines will be used. Each morning the students are wanded for contraband. If contraband, including cigarettes and lighters, are found, the following will take place:

1. First time will result in an in-house one day suspension
2. Second time will result in a three day suspension
3. If the child continues this behavior and is caught a third time, he/she will be found to be inappropriate for our program due to continually creating dangerous situations. At this time, a meeting will be scheduled to consider placement options for the child to include possible re-admission at a future date.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature

Signature Page

I have read and understand the information that is in the Orientation Guide. Please sign and date below.

