

Santa Fe Trail BOCES
Southeast Alternative Learning Academy
(SEAL Academy)

2022-2023

Parent/Student Handbook

Principal - Scott Cuckow
Behavioral Counselor - Jody Sniff

Hours: 8:15 a.m. to 3:15 p.m.
Monday - Thursday

1106 East 4th Street
La Junta, Colorado 81050
719-384-9482

Student Absence Line - (719) 695-0132

Notice

EQUAL OPPORTUNITY

SEAL Academy is committed to providing a safe learning and work environment where all school community members are treated with dignity and respect. No otherwise qualified student, employee, the applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination based on age, race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services.

SEAL Academy shall make every effort to encourage positive experiences in human values for our students. Regardless of personal differences and family characteristics. Those who come from various socioeconomic, racial, and ethnic groups will not be discriminated against, and every opportunity for positive experiences will be provided in their educational experiences. SEAL honors all student cultures and backgrounds and builds each individual's pride in the community in which he or she lives. An investigation and appropriate discipline will be taken with staff, and students found to be responsible for harassment incidents or discrimination in violation of district policy.

Southeast Alternative Learning Academy

Vision

We picture a program that is respected by students, families and the community for its educational and therapeutic breakthroughs.

We picture a program where all students value their education and have the knowledge, skills, and self-confidence to be successful learners, preparing them to transition into the regular school setting and be prepared for life's challenges.

Mission Statement

Through commitment, collaboration, and creativity, we will:

- Provide a structured, therapeutic, and educational environment for students in preschool through secondary level of education.
- Create a safe and productive learning environment by addressing emotional, family, and behavioral situations students may be experiencing
- Foster respectful relationships and open communication with students, families, and community;
- Deliver a guaranteed and viable therapeutic program and academic curriculum;
- Implement research-based teaching and learning practices;
- Share leadership; and
- Monitor professional practices, student learning, and behavioral goals to ensure accountability.

Self Control

On Task

Achievement self-discipline

Respect



SEAL Academy

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TO THE PARENTS

This handbook has prepared students and parents with information that will help them become successful members of SEAL Academy. The information it contains is essential for every student to know to be a productive member of our school. As parents, we hope you will take the time to go over it carefully with your son or daughter to support your student needs at home. This is a time of significant change in your child, educationally, emotionally, socially, and physically. The habits and patterns students develop here will help set the course for the rest of their lives. Our objective is to help each student develop a foundation upon which to build a constructive, useful, and enjoyable future. All staff members are willing and available to help you at any time!

TO THE STUDENTS

Schools must also have a certain number of rules and regulations to ensure that classes and other activities can be conducted in a reasonable, orderly, and efficient manner. ***Students are expected to give their complete cooperation to all staff at all times! They will demonstrate this by following SEAL Behavior Expectations.***

Self Control

On Task

Achievement

Respect

- Students will know they are successful with the SEAL Behavior Expectations when they are demonstrating the following behaviors:
- Maintain a respectful attitude toward other students, teachers, and administrators.
- Conduct yourselves as ladies and gentlemen at all times.
- Follow Directions, use appropriate language and tone, keep feet and hands to themselves
- Come to class ready to learn
- Do their Best
- Be willing to help when asked
- Practice Mindfulness

CRITERIA FOR PLACEMENT AT SEAL ACADEMY

Individual school districts shall refer students for possible placement at SEAL Academy. An intake team, including parents, will decide for placement, students (if appropriate), home school representative, SEAL Academy Principal, SEAL Academy Counselor, SEAL Academy Teacher(s), and other relevant personnel. SEAL Principal, SEAL Academy Counselor(s), and SEAL Academy teacher(s) are required to be present at any staffing/meeting that may result in placement at SEAL Academy. No outside agency, person, or other entity may admit a student into the program without the SEAL Academy team's involvement. Students are placed at SEAL Academy, who cannot function in a regular school environment by applying all available special services and interventions. When observed with significant frequency, degree of intensity, and duration, any of the following characteristics may exist in the appropriate SEAL Academy candidate:

- Behavior that is dangerous to the student himself and others.
- Lack of positive and sustained interpersonal relationships.
- Behavior that seriously interferes with the student's learning or that of his/her classmates.
- Pervasive moods of anxiety or depression.
- Significantly limited self-control.
- Persistent patterns of bizarre and/or exaggerated behavior reactions to routine.

CRITERIA TO EXIT SEAL ACADEMY PROGRAM

A transition committee MUST determine discharge from the SEAL Academy program. Official staffings/meetings will be scheduled to consider release for any of the following conditions:

- The student has completed all educational and emotional goals.
- The student has completed all credits necessary for graduation.
- It is determined the student needs a less structured program OR a more structured program.
- The student demonstrates physical violence to the degree that continued enrollment in the SEAL Academy may constitute a physical danger to other students and staff.

TRANSITION PROCESS & PROCEDURES

How students transition from SEAL Academy back to his/her home school:

- SEAL Academy Personnel begin internal discussions and forward necessary documentation to the SFT BOCES Director.
- The SFT BOCES Director approves or identifies questions or issues that need to be addressed before a transition.
- SEAL Academy Principal contacts the school and schedules a ***Pre-Transition*** Meeting to develop a plan for transitioning the student. People in attendance at this meeting include, but may not be limited to the student and his/her parents, Administrators, Teachers, Counselors, Psychologists, (from both SEAL Academy & the student's home school) or others as deemed appropriate.
- The purpose of the ***Pre-Transition*** Meeting is to discuss and review progress, current levels of behavior and academic functioning, successful strategies, and interventions used at SEAL Academy, preparations the home school and/or SEAL Academy may need to make before the transition, and the development of a transition plan of action (including a list of responsibilities, projected completion dates, and ***Transition*** meeting date and schedule).
- A ***Transition*** Meeting is held. People in attendance at this meeting may include, but not be limited to, the student and his/her parents, administrators, teachers, psychologists (from both SEAL Academy & the student's home school), or others as deemed appropriate.
- The ***Transition*** Meeting aims to discuss the status of preparation for support when a student returns to home-school and the date to begin the first day of transition to home school.

- **Follow-up** Meeting is scheduled to discuss the status of the transition to home school. There may be one or several
- Follow-up Meetings until the student no longer needs SEAL Academy support.

ARRIVAL/DEPARTURE

The home school district provides transportation to and from SEAL Academy.

- Bus Transportation questions can be answered by calling your local school district superintendent.
- The district's transportation organizes the arrival and departure times for students riding district transportation.
- ***Students' arrival time is 8:15 a.m.***
- ***Students' departure time is 3:15 p.m.***
- ALL students ARRIVING by BUS must LEAVE by BUS unless parents make prior arrangements with the SEAL Academy Principal.
- Students being picked up before the end of the school day by authorized adults are required to sign him/her out officially. If a student needs to be picked up by someone other than a parent/guardian, the parent **MUST send written permission AND call to notify the Principal in advance.**

ATTENDANCE

Students are expected to attend school unless they are ill, or their absence is required for "just cause." It is a parent's responsibility to see that their students are in school. The SEAL Academy program is trying to teach the student dependability and trust, and to accomplish this goal; we must know the specific reason a student is absent. **"Needed at home" or "Personal" Excuses WILL NOT BE ACCEPTABLE!** Students and parents must observe the following rules:

1. If a student must be absent, a parent is required to call the SEAL Academy before 9:00 a.m. If confirmation of the absence is not received by 9:00 a.m.; the absence will be unexcused.
2. It is the student's responsibility to get assignments and complete make-up work. Make-up work must be made up within a specific time limit (2 days allowed for each day missed), or the student will receive a "zero."
3. A student may not leave the building during the school day unless parents contact the SEAL Academy and SEAL Academy personnel grant permission. All students who leave during the days must be officially signed out.
4. Absences for the following reasons shall be considered unavoidable and shall be classified as excused:
 - a. Personal illness or Serious illness of a family member or Vacation with a parent or guardian
 - b. Medical and dental appointments that cannot be arranged during non-school hours (these appointments should be made at times other than school hours)
 - c. Funeral, unusual need at home, acts of God, or religious holidays and activities
 - d. In custody of a court or law enforcement authorities

An absence for any reason other than those listed above shall be classified as unexcused unless the SEAL Academy Principal grants special permission. Any illness or hospitalization of 5 days or longer will require a note from a doctor verifying the reason and length of the absence. If a student misses school eight times during one semester, the SEAL Academy Principal may require a doctor's excuse for each absence thereafter. If no explanation is furnished when requested, the student's absence will be unexcused and truancy protocols may be taken.

TARDINESS

It is expected the SEAL Academy students arrive on time at the beginning of the school day (***By 8:15 am***). All school districts have collaborated to have the school day be 8:15 a.m. to 3:15 p.m. to create a consistent arrival and departure time for all students.

COVID REQUIREMENTS - when appropriate

The safety and well-being of both students and staff are of the utmost importance! In creating protection for students and staff SEAL Academy will be implementing the following guidelines:

- Outside, people will not be allowed into SEAL due to COVID restrictions to protect the health of all students and staff. If an outside person needs to contact someone from inside the school, **PLEASE CALL.**
- Facemasks will be a requirement for students and staff (SEAL Academy will provide the facemasks)
- Daily Temperature Checks will be conducted.
- Social Distancing will be followed as a cohort.
- Plexiglass dividers will be installed on student desks/tables.
- Cleaning, wiping down, and disinfecting of areas will be conducted every hour.
- Handwashing to become a routine and structure in the classroom every hour.
- Automatic soap dispensers and automatic hand sanitizer dispensers will be installed in all bathrooms and in general locations to keep hands clean.
- If a student were to become sick or is running a fever, a separate room would be utilized for students to await parent pickup.

DISCIPLINE POLICY

The SEAL Academy believes in a discipline policy that promotes a safe, orderly environment, enhances learning, and fosters self-discipline and mutual respect. This policy will be applied in a fair and consistent manner that is motivated by genuine concern and compassion for all students, staff, parents, and communities. The student's home district's policies will also be followed. Students are attending SEAL Academy to obtain holistic treatment that addresses all aspects of the self: Education, Emotional, Behavioral, Family, and Community. Students must recognize that teachers and all adult employees will be in charge of this program.

We expect every teacher, volunteer, counselor, or other adults to be treated with respect and dignity. Any show of disrespect toward a teacher or insubordination on the part of the student **WILL NOT, under any circumstances, be tolerated.** Students will use a title of respect, such as (Mr., Mrs., Ms., etc.) when addressing or referring to a teacher or other adults. **ANY LACK OF RESPECT ON THE PART OF STUDENTS TOWARD TEACHERS OR OTHER**

ADULTS will result in the administration of appropriate disciplinary measures.

The following **Disciplinary Measures** will be taken if a student engages in any of the following actions:

1. Causing or attempting to cause damage to school or private property or stealing or trying to take school or private property.
2. Causing or attempting to cause physical injury to another person except in self-defense.
3. Violation of criminal law has an immediate effect on the program or the general safety or welfare of students or staff.
4. Violation of district or building regulations.
5. Exhibiting violent and aggressive behavior toward other students, school personnel, or visitors to the building. This includes throwing objects (other than during approved and supervised activities) that can cause bodily injury or damaged property.
6. Using profanity, vulgar language, or obscene gestures.
7. Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the program or inciting violence.
8. Academic dishonesty, which includes but is not limited to cheating.
9. Continued Willful disobedience or open and persistent defiance of proper authority.
10. Behavior on or off school property, which is detrimental to the welfare, safety, or morals of other students or personnel.
11. Repeated interference with the school's ability to provide educational opportunities to other students.
12. Assault, disorderly conduct, harassment, a knowingly false allegation of child abuse, or alleged criminal offense directed towards a teacher or school employee.
13. Possession of cell phones, iPods, tape players, CDs, MP3 players, skateboards, radios, or any other item brought from home that is not turned into the office upon arrival at SEAL Academy. Items that are deemed to be a distraction to the educational process will be confiscated and brought to the office.
14. Possession or use of a weapon or a reasonable facsimile of a weapon on school property or at school activities.
15. Possession or use of tobacco (chewing or smoking), or snuff OR possession or use of alcohol OR possession or use of an illegal or controlled substance on school property or at SEAL Academy activities. This includes any related paraphernalia.
16. Hazing and/or initiation.

Every person at the SEAL Academy has the right to a safe school environment. These rules allow the SEAL Academy to provide your son or daughter with the opportunity to learn appropriate skills that will enable him/her to be successful in his/her home, school, and community.

Gang Activity

- When you cause school officials to believe that your behavior, apparel, activities, acts, or other attributes are gang-related and would disrupt or interfere with the school environment. This can include the color of your clothes.

- When you create an atmosphere that hinders another person's well-being by undue pressure, behavior, intimidation, overt gesture (like hand signs), or threat of violence.
- When you imply gang membership by your writing or drawing on school or personal property, including yourself.

Bullying or Harassment- Bullying WILL NOT be tolerated!

- Use of force or threat to obtain control over another person or be habitually cruel to another person.
- Bullying can occur through written, verbal, or electronically transmitted expression or employing a physical act or gesture.
- Persistently acting in a manner that distresses or annoys another person.

Disruption & Defiance / Interference

- Inappropriate physical contact intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.
- Inappropriate verbal conduct intended or likely to upset, distract or annoy others such as name-calling, teasing or baiting.
- Behavior that may constitute sexual or other harassment.
- Repeated or extreme, inappropriate verbal conduct likely to disrupt the educational environment or inciting other students to act inappropriately or to disobey the teacher or school rules.
- Open disrespect of the teacher through words, gestures, or other overt behavior.

Violations will be addressed individually via the Treatment Model, Behavior Support Plan, AND the student's home district's policies.

The seriousness of aggression and threats of intimidation (i.e. physical attack on others, threats, behavior that violates the law and endangers others) will be determined by staff, and appropriate measures will be implemented according to behavior plans. All situations that result with injury of a student, staff, and/or any other person will be reported to parents, home school, team leaders, SEAL Academy Principal, Santa Fe Trail BOCES Director, and proper authorities. All laws will be followed. If a student threatens any staff member, the above policy may be invoked to protect staff members and others from abuse. Local emergency personnel will be contacted in the event of an injury. Only staff trained in first aid and basic life saving will provide care in emergency cases.

Students are not allowed to possess and/or use drugs, cigarettes, or alcohol on school property (under Drug-Free School Legislation). Students in possession of drugs and/or alcohol will be removed from the classroom environment and be dealt with following policy applicable to the student. Law enforcement will also be notified.

LEVELS OF INFRACTIONS- *These are only guidelines and NOT an exclusive list of levels of infractions when referred to the office. The SEAL Academy Principal will determine the violation and consequences.*

Level 1

- *Classroom/Building Disturbances* - Spitting, Obscene gestures, Running, Yelling
- *Dishonesty* - Lying, Cheating, Stealing, Bad attitude
- *Disrespect* - Profanity, Uncooperative attitude, Mumbling
- *Inappropriate Items* - Toys/Tapes/CD's/Videos, Trading cards, Valuable items
- *No Work, No Play* - Lack of assignments, Not returning notes

Level 2

- *Misconduct* - Not keeping hands, feet, and all other objects to self, throwing objects, pushing, tripping, racial slurs, hurtful words, and putdowns
- *Fighting* - Play fighting, wrestling
- *Gross Disrespect* - Refusing to follow directions, repeated defiance of authority, school rules, and regulations, argumentative attitude
- *Destruction of School/Personal Property* - Willful writing, marking, or drawing on other's property
- *Instruction is interrupted or halted*

Level 3

- *Misconduct* - Repeated Level 2 infractions
- *Bringing weapons to school* – ANY object that has the potential to be dangerous to someone
- *Threats to adults, Hitting or pushing an adult*
- *Sexual Harassment*

Suspension Procedures

- The SEAL Academy Principal decides when suspensions will start and end. The SEAL Academy Principal decides whether the suspension will be in-program suspension or out-of-program suspension.
- If the suspension is in-program suspension, the student will be required to eat his/her lunch in a designated place and be required to follow any other specified criteria in the suspension plan.
- If the suspension is out-of-program suspension, the student may not be present on the school premises at any time during the suspension period without the SEAL Academy Principal's prior permission.
- The SEAL Academy Principal may request the parents/guardians to attend a conference at the program.
- **STUDENTS WHO BRING A WEAPON ON SEAL Academy PROPERTY WILL BE REMOVED IMMEDIATELY.** The Santa Fe Trail BOCES Director will be notified immediately. Procedures followed will comply with federal and state law.

DRESS CODE

The Staff at SEAL Academy have revised the dress code for School Year 2022-2023. The **Benefits of the revised change** requiring student uniform shirts offer opportunities to:

- Create an atmosphere reflecting the seriousness of purpose about learning, behaving, and performing at one's best.
- Create a greater sense of school community and respect among students.
- Minimize disruption from wearing inappropriate clothing or possessing unsuitable items at school.
- Foster a safer school environment with easy identification of students at school activities, gatherings, and walking to and from school.

Shirts:

A quantity of three (3) short-sleeved t-shirts per student and one (1) sweatshirt for cooler days be provided to each SEAL Academy enrolled student. The required uniform shirts will be worn Monday through Wednesday. "School Spirit Wear" will be continued every Thursday. Students may wear "school spirit" shirts to school on this day. The shirts **MUST BE** from the student's home district/school & be PRE-APPROVED by the Principal & meet all acceptable criteria – size appropriate, tucked in, satisfactory condition, etc. The Principal may schedule 'theme days,' during which students could choose to wear 'theme' clothing—examples: Bronco days, Rockies' day, etc.

Pants:

Jeans or Khaki pants or shorts/skirts **MUST** be sized to fit, free of decoration (logos, chains, grommets, clips, etc.), designs, and/or lettering).

- Pants must be worn at the waist. **No sagging. No excessively baggy pants. May not be altered, cut, torn, and/or decorated in any way.**
- Shorts or skirts must be at least as long as your fingertips when your hand is at your side.
- Examples of Inappropriate Pants, not an all-inclusive list:
 - Pajama pants, or Pants that allow underwear or bare skin to show
 - Shoes – Shoes must be appropriate/outdoor shoes. **Sliders, Slippers or Flip-Flops are not allowed. (Parents will be called to bring appropriate shoes if they are not outdoor shoes.)**
 - Outerwear – may only be worn outside, coming to, or leaving school. Must be placed in designated areas. **NO** gloves, gauntlets, hats, headbands, wristbands, scarves, or combat boots will be permitted in class.
 - Head Coverings – None may be worn in the building and must be placed in designated areas. **Hairnets or Bandanas MAY NOT be worn in the building or on school grounds, as well.**

Accessories – Jewelry, Socks, Wallets, etc.

- Large necklaces/beads must be tucked under the shirt and not be visible.
- Piercings (besides the ear) are limited to one, and must not pose a safety hazard, (large loops or spikes).
- The student will be required to remove any inappropriate, distracting and/or dangerous piercings, jewelry,

or other accessories. **If any jewelry becomes a distraction, students will be asked to remove the jewelry and the teacher will hold onto it until the end of the day.**

Examples of Inappropriate Accessories, not an all-inclusive list:

- Any items that present a risk to the health, safety, or general welfare of the students.
- No wallets with chains are allowed.

Always Inappropriate or Unacceptable, not an all-inclusive list:

- Gang-related, obscene, vulgar, profane, violent, racially or sexually suggestive messages, reference drugs/alcohol/cigarettes, or that expose the chest, abdomen, buttocks, or underwear showing or anything deemed disruptive to the educational process.

The Principal may deny any items for any reason – behavior, attendance, appropriateness, etc.! Parents will be notified of non-compliance with the dress code and will be called to bring other clothing for their child.

Food:

No outside food items will be allowed.

EMERGENCY PROCEDURE

In case of an emergency, students will follow the instructions of faculty and staff. Each faculty member should take all students in their class and proceed in an orderly fashion to their assigned area. All students and faculty shall remain in that area until the all-clear is given. SEAL Academy has emergency procedures established to provide for the safety of the students. The use of cell phones could disrupt these safety procedures and are, therefore, discouraged. Parents may contact SEAL Academy by phone at 384-9482 or by text at 719-695-0132.

HOMEWORK

Assigned homework is expected to be completed and returned on time. The classroom teacher and supervisor will determine the consequences for delay or lack of turning in homework.

PARENT-TEACHER CONFERENCES

If you would like to visit with a teacher or schedule a conference, please contact the SEAL Academy Principal or your student's classroom teacher at 719-384-9482, text at 719-695-0132 or email seal.academy@sftbores.k12.co.us.

PERSONAL POSSESSIONS

SEAL Academy and SFT BOCES will provide all necessary school supplies. Students DO NOT need to bring any items from home! Cell phones and similar devices are distracting and disruptive to the educational process. ***ALL ITEMS***

BROUGHT TO SEAL ACADEMY, MUST BE CHECKED IN AT THE FRONT DOOR! This includes, but is not limited to the following items:

- Cell phones, MP3 players, headphones, pencils, erasers, pens, paper, backpacks, etc.
- Any personal property turned in at the door will remain in the office until the student leaves SEAL Academy at the end of the school day.
- Refusal to immediately hand-over these items will result in confiscation.
 - *First offense* = Parents may arrange for pick up of the item.
 - *Second Offense* = Parents may arrange for pick up of item/s at the end of the year, with the exception of a cell phone. If a student doesn't turn the phone in, parents will have to retrieve the phone.

Students will also be required to place all outerwear (coats, hats, gloves, etc.) in designated areas. Student use and/or possession of personal items on the school bus will be determined by the policies and procedures of the individual school district responsible for providing transportation. **SEAL Academy IS NOT responsible for lost or stolen personal items.**

POSITIVE BEHAVIOR INTERVENTION STRUCTURES

200 Club & VIP

Teachers will “Catch” good behavior and give the student a ticket. The tickets will be turned in for opportunities to win prizes.

Guidelines For Student Success in Accomplishing the 200 Club/VIP CLUB

Follow and Practice the School Rules:

Safe and orderly environment

Effort and enhanced learning

Accountable; self-discipline, mutual respect

Listen actively to discover solutions for your learning needs!!!

Character traits of SEAL

- Self-Responsibility – be responsible
- Follow staff directions immediately
- Teamwork – cooperate with others.

- Keep hands, feet, and objects to yourself.
- Attitude - always try and do your best.
- Appropriate language and gestures at all times.
- Respect – treat everyone & yourself with respect.
- Take care of students' & the school's property
- Safety
- Treat others the way you would like to be treated.

FIELD TRIPS/INCENTIVE TRIPS

Policies for Trips Within 30 Miles:

Field trips or Incentive trips within 30 Miles will NOT require an individual signed Permission Slip. I, the Parent/Guardian, permit my child to attend these short events, including bus transportation or walking. Parents/Guardians will be notified before a field trip or incentive trip occurs.

☐ **Yes**

☐ **No**

Policies for Trips-Long Distance:

Field trips or Incentive trips further than 30 Miles will REQUIRE an individual signed Permission Slip. The Parent/Guardian will be communicated by SEAL Academy, via a letter sent home with your child communicating the type of trip it will be and when and where it will occur. Attached to the communication will be a Parent Permission form to be signed for your child to be allowed to attend the field trip.

Signature Page

Students and Parents are required to sign and return the Handbook & Dress Policy form that acknowledges they have received and reviewed the SEAL Academy Parent/Student Handbook and agree to abide by the rules & regulations and Field Trip requirements.

We acknowledge that we have received, read, and understand the required expectations, policies, and procedures of SEAL Academy.

Parents/Guardians Signature

Student Signature

DATE