



2025-2026  
BLACKHAWK ACADEMY

# *Student Handbook*





# **Blackhawk Academy**

## **SUCCESS**

### **Connections**

### **Transition**

**2025 - 2026**



**West Aurora Learning Center**  
**Blackhawk Academy**

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## **WELCOME TO THE 2025 - 2026 SCHOOL YEAR**

The purpose of this handbook is to familiarize students and families with the most current procedures and expectations needed to keep our buildings operating in a safe and orderly manner. Any updates or changes to these procedures will be communicated in multiple media formats, including an update to this document. Access to the student handbooks and Student Rights and Responsibilities can be found on the district and individual school websites. If you would like a printed copy, please contact your child's school office and they can assist you.

Our entire staff would like to welcome our new and returning students to a new and exciting school year in School District 129, where we embrace the curiosity, complexity, and joy of learning!

### **Student Support Resources**

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

**9-8-8**

#### **Suicide Prevention Services (Batavia)**

**630-482-9699**

#### **National Crisis Counseling Text Line**

**Text HOME to 741741**

#### **SAFE2HELP Illinois**

***Seek Help Before Harm***

**1-844-4-SAFEIL**

**Text - 72332**

**Download the SAFE2HELP Illinois mobile app**

**Bookmark the page: [www.safe2helpIL.com](http://www.safe2helpIL.com)**

## **Blackhawk Academy Mission Statement**

Blackhawk Academy's mission is to promote an environment dedicated to challenging and supporting students academically, emotionally, and socially through modeling and meaningful interactions. We provide a safe, structured, and quality educational environment that fosters responsibility, achievement, self-confidence, and mutual respect. Blackhawk Academy proudly serves students within three types of programming: SUCCESS Academy, Connections, and Transition (*Transition program information starts on page 18*).

## **Philosophy**

Through a student-centered, strengths-based approach, academic, social, emotional, and behavioral needs are identified and addressed. Interventions targeting students' needs promote success and educational engagement. With ongoing support and encouragement, students learn new skills that will benefit their overall functioning and preparedness for future academic, career, and life opportunities.

## **Purpose**

- To provide an educational environment that supports the individual student's social-emotional needs in a structured environment.
- To foster the development of increased self-worth and pride.
- To promote increased student engagement, thereby encouraging increased attendance, academic responsibility, and positive behavioral choices.
- To create a transition plan to support the student's return to his/her home school or entry into post-secondary life, as appropriate.
- To maintain a student's enrollment in District 129 in lieu of a recommendation for exclusionary discipline, grades 6-12.
- To provide opportunities for career and postsecondary exploration.

## **PROGRAM DESCRIPTION**

SUCCESS Academy and the Connections program at Blackhawk Academy both serve students from West Aurora High School and all four middle schools (SUCCESS only) in District 129. Programs employ a blended model of teacher and web-based instruction. The school day consists of online coursework that programmatically aligns with the District 129 curriculum. Based on the Student's Success Plan (SSP) or Individualized Education Plan (IEP) additional supports and behavioral and academic interventions will be provided.

## **Criteria for Enrollment**

**SUCCESS Academy:** This alternative learning opportunities program (ALOP), is designed to serve students in grades 6-12 who have displayed an inability to maintain academic, social-emotional, and behavioral progress in the general education setting and may be at risk of academic failure. A student may be referred by the administrative team at their home school.

To be considered for placement at SUCCESS Academy, a prospective student must be a current District 129 student and meet one or more of the following criteria:

- The student requires additional support over and above the existing individual behavior support plan at their home school.
- The student demonstrates unresolved serious and/or repetitive behaviors that breach the student code of conduct.

- At the request of a parent/guardian.
- The student demonstrates serious truant or school avoidance behaviors, even after ongoing, supportive interventions.
- The student transfers into District 129 not in “good standing” as determined by their previous school district, public, or private educational institution.
- The student participated in an alternative learning program in another school district and subsequently relocated to District 129.
- The student was referred to the program in lieu of a recommendation for possible expulsion (RSSP).

**Connections:** This program is designed to serve students in grades 9-12 whose social, emotional, and/or behavioral needs significantly impede their ability to access curriculum within the typical general education environment. A student may be referred to Connections by the IEP team at their home school or upon enrollment with the district (district to review IEP upon enrollment).

### **Referral Process**

**SUCCESS Academy:** A student is referred to SUCCESS Academy by the administration of their home school. The referral process includes a series of conversations and meetings with home school personnel, Blackhawk Academy staff, the student, and parents/guardians. Discussion points include a review of the student’s academic and behavior history, a review of behavior, social-emotional, and academic interventions implemented at the home school, and a review of the student’s current intervention/behavior plan and future goals. Blackhawk Academy staff work closely with the administrative and student services staff to help determine appropriate interventions and accommodations for each student.

**Connections:** A student may be referred to Connections by the IEP team at their home school. The referral process includes a series of conversations and meetings with home school personnel, Blackhawk Academy staff, the student, and parents/guardians. Discussion points include a review of the student’s academic and social-emotional current needs, supportive plans, as well as current and future goals. Blackhawk Academy staff work closely with the current IEP team to help determine appropriate services and accommodations for each student. When an IEP team makes a recommendation for a student to attend the Connections Program, Blackhawk Academy will work with the family to schedule a tour and introductory meeting with a Blackhawk Academy Administrator, schedule transportation, and schedule a speedy start date.

Students may be administratively referred to SUCCESS or Connections upon enrollment to the district where an alternative setting was already in place or pending in their previous setting.

### **Enrollment Procedures**

**SUCCESS Academy:** The enrollment process for SUCCESS can begin when the decision to participate in the program is made by the student, the student’s parent/guardian, the referring school administration, and the Blackhawk Academy administrator. An orientation meeting is scheduled by the Blackhawk Academy Administrator. Participants include the referring school administration, Blackhawk Academy administration and staff, the student, and the student’s parent/guardian. During the meeting, the following items are reviewed and discussed:

- Reason for referral
- Home school supports/interventions
- Current credits, grades, coursework summary
- Discipline Summary
- Development of a Student Success Plan
- Review of the program practices and protocols (*i.e. hours, security measures, breakfast/lunch, curriculum, social/emotional supports, pick up/drop off, etc.*)
- Student handbook review and signature
- Social work consent
- Uniform distribution
- Tour

**Connections:** Connections enrollment is determined by the homeschool IEP team, as noted above.

**Notification of Parental Rights:** SUCCESS Academy only

*A parent or guardian must request in writing to have his or her child returned to the regular school program. A parent or guardian must do so no later than 10 school days after the district receives the written request to that effect unless the notification is received within 2 weeks before the end of a grading period. In that case, the student must remain in the SUCCESS Academy Program until the start of the next grading period. \*Administrative placements are not subject to this notification and parental withdrawal.*

## **YEARLY CALENDAR, SCHOOL HOURS and GENERAL PROCEDURES**

School hours for SUCCESS Academy and Connections are Monday - Friday 10:00 a.m. to 3:45 p.m. The late start Monday model is **not** applicable at Blackhawk Academy. The District 129 School Board-approved calendar depicts legal holidays, student attendance, and student non-attendance days. Parent-teacher conferences and curriculum nights align with West Aurora High School and are held at Blackhawk Academy (in the West Aurora Learning Center) for all Blackhawk Academy Program students and their parents/guardians.

### **Attendance**

School attendance is essential to student success and is the responsibility of the student and their parents/guardians. **All absences require a parent/guardian phone call.** The Blackhawk Academy attendance line number is **(630) 301-5370**. In certain instances, a note from a qualified medical professional or legal entity may be required to excuse a student's absence. Please refer to the Student Rights and Responsibilities Handbook for information specific to school attendance.

Students at Blackhawk Academy are expected to be in attendance and on time on a daily basis.

- Students arriving to school late must be accompanied by a parent/guardian, signed in to the building, and may be required to provide documentation.
- Students who arrive at school after 10:15 am are considered tardy and will be greeted by the office staff and may need to wait until security is available for search. Once available, they will be searched and walked to class, where they should enter quietly so as to not disrupt the learning environment of others. Students who are late are not allowed to enter the classroom with outside food/beverages.

- If a student requires an early release on a given day, a parent/guardian must call the main office to schedule the request and come to the main office to sign out the student when picking them up.

### **Transportation**

Busing to and from Blackhawk Academy is provided by School District 129 to all students. Pick-up/drop-off occurs at assigned locations and times as determined by the District 129 Transportation Department. Students should arrive at their scheduled bus stop 5 minutes early. Blackhawk Academy students are not permitted to switch buses or change their mode of transportation for a given day. Pick-up and drop-off will only be permitted at the student's designated bus stop. Questions regarding transportation, including routing and bus stop locations, should be directed to the District 129 Transportation Department at **(630) 301-5620**.

If a student is going to be absent or miss the bus, transportation should be notified at **630-301-5620**. If a student misses the bus 3 days in a row **without** transportation being notified, they will be at risk of being dropped from the bus route. It is the responsibility of the student or parent/guardian to contact transportation to get the student's route reinstated.

Blackhawk Academy students must follow the District's School Bus Safety Expectations. Building administration is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to those listed below. Prohibited student conduct as defined in Board Policy 7.190. *Student Discipline:*

- willful injury or threat of injury to a bus driver or another rider
- willful defacement of the bus
- willful disobedience of a directive from a bus driver or another supervisor
- use of profanity, slanderous, or obscene language that is unjustly damaging to others

Students suspended from the bus who do not have alternate transportation to school shall have the opportunity to make up work for equivalent academic credit. It is the responsibility of the parent/guardian to notify the school office that the student suspended from the bus does not have alternate transportation to school and to request alternate work.

Electronic, visual, and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school-related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the expectations of the Illinois Department of Transportation, Division of Traffic Safety. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and restitution to the District for any necessary repairs or replacements may be invoked.

### **Student Driving Privileges**

Parking at Blackhawk Academy is an earned privilege and only occurs with consent from the Blackhawk Academy Principal. Students interested in this privilege should schedule a meeting



with the Blackhawk Academy Principal to discuss their current standing, progress towards goals, and/or eligible individual special circumstances.

To be considered for driving privileges, initial guidelines include:

1. Students should be demonstrating consistent, positive school behaviors (including attendance)
2. Students must hold and show a valid driver's license.
3. Students must hold and show proof of valid insurance.
4. Parent/Guardian written consent must be given.
5. Students must have consent from the Blackhawk Academy Principal

Students must park in the designated student parking area (parking lot near Downer) and hang their permits on their mirrors. Vehicles with or without a valid permit that are parked in unauthorized areas will be towed at the owner's expense. Loitering in parking areas is prohibited. District 129 is not responsible for loss or damage to vehicles while on school property.

Parking privileges may be revoked for disciplinary or attendance infractions and school officials maintain the right to search vehicles in the parking areas.

### **Visitor Information**

Student and staff safety is a top priority in District 129. In order to maintain safe school environments, all visitors must check in at the school's main entrance at Door 2. When prompted, visitors will be asked to state their name and the reason for their visit. Once entrance to the building has been permitted, visitors should immediately check in at the school's office. All visitors will be asked to present a valid and legal photo identification card prior to being issued a visitor's badge. All identification cards will be scanned through District 129's visitor management system, which is linked to the National Sex Offender Registry. Once the scan is complete, approved visitors will be provided a visitor's badge to be displayed at all times throughout the visit. The badge should then be turned in when the visitor checks out of the building at the end of their stay.

### **Messages and Deliveries**

General deliveries to students can be a disruption to the educational process. To reduce this disruption, students are prohibited from having items, including purchased food from outside commercial establishments, delivered to them at school. Messages or forgotten items can be left with the main office.

### **Emergency Closing Information**

In the event District 129 finds it necessary to close or implement a late start or early dismissal at one or more of its school buildings due to inclement weather, a health emergency, or other unforeseen circumstances, parents/guardians will be notified through multiple media formats. These can include automated phone, email, and/or text messaging. Information can also be found on the West Aurora School District 129 website, SD129 social media pages, and local radio.

### **Building Crisis Response**

District 129 works with a broad-based team representing law enforcement, emergency services, community agencies, and others to continually improve response to emergency situations. In the

event of an emergency, communication will be broadcast to parents/guardians via automated phone, email, text messaging, and social media. Please follow the instructions communicated in those communications to help our school staff mitigate the emergency.

School safety drills will be scheduled at times established by the school's administration. A minimum of the following will occur each school year:

- 3 evacuation drills (one with the Aurora Fire Department present)
- 2 severe weather drills
- 3 ALICE drills (one with law enforcement present)
- 1 bus evacuation drill

It is the belief of the district's school safety team that regular opportunities to practice safety measures are in the best interest of students, staff, and the school community. This being said, all school safety drills will be announced to students before the exercise, and at no time will any look-alike weapons or scare tactics be used.

## DAILY STUDENT PROCEDURES

Hours of attendance for SUCCESS Academy and Connections are 10:00 a.m. to 3:45 p.m. Students must enter through Door 2 and will also be dismissed at the end of the school day through Door 2. Upon arrival, doors will open at 10 a.m. and students will wait in the vestibule area. A student first undergoes a non-tactile search by assigned Blackhawk Academy staff members. The administration and/or security team may utilize a handheld metal detector to assist in the search, before a student enters the building. A student is required to present the contents of their pockets, jackets, bags, purses, etc. for examination. Students may additionally be searched in the office. Edgenuity courses will be deactivated when students do not attend as determined by administration.

Students should bring their Chromebook, charger, and headphones/earbuds daily. Students may bring supplies (pencil/notebook) but may also leave these in their classrooms.

- **Middle School** - students may not have cell phones or similar devices (Apple Watch, iPad, etc.) in the classroom. Middle school students must turn in their phones to the main office upon arrival and may pick them up after dismissal at the end of the day.
- **High School** - students in high school classrooms grades 9 through 12 are to put their device in off/silent mode and away in any instructional space. All electronic devices, however, must remain silenced during the school day. *See electronic device restrictions in the Responsible Electronic Device Usage section below.*

For student safety and security, all interior and exterior doors remain locked during the school day. A student is to remain in their assigned classroom/area at all times and may not leave the school building without permission from parent/guardian and administrative clearance.

Students are escorted by Blackhawk Academy staff during transition times including restroom breaks, nurse visits, and transitions to and from areas within the building. For safety reasons, a limited number of students will be permitted access to restroom facilities.

## Student Dress Code

Appropriate student dress and grooming are important factors in the safe and orderly operation of the school. A student's appearance should reflect a positive image and contribute to a distraction-free learning environment. A student is required to meet the assigned uniform criteria every day. Parental support is required in upholding the dress code and guidelines of the campus. The Blackhawk Academy uniform includes:

- **Blackhawk Academy Shirt** - A student will be provided with a Blackhawk Academy short-sleeve t-shirt, long-sleeve t-shirt, and sweatshirt at the orientation/enrollment meeting. Clothing that covers the shirt (i.e.; jackets, sweaters, hoodies, etc) is prohibited. Laundering of the uniform is the student's responsibility.
- The uniform shirt must be visible at all times.
- **No shorts, skirts/dresses allowed.** Only long pants.
- **Pants (tan or dark blue - no jeans) or Blackhawk Academy Joggers** must be worn with the Blackhawk Academy shirt. Pants must be full-length, plain (no designs), free of holes and tears, and worn at the waist.
- Gang-related insignias/colors including clothing items, shoe color(s), tattoos, and hairstyles are strictly prohibited.
- All undergarments and midriffs must be covered at all times.
- Outerwear is not permitted during the school day.
- Headwear of any kind is not permitted during the school day. Ski Masks must be checked into the school office upon arrival and will be returned at dismissal.
- Admittance into a Blackhawk Academy classroom without the appropriate uniform is prohibited. Uniform rentals are available for students who check their cell phone device in the main office. Encourage your child to wear their uniform daily to school.

**School Bags** - Drawstring bags are permitted in the classroom. Backpacks are not permitted for full-time Blackhawk students. A small purse can be utilized with administration approval. \*\*A student who attends West High part-time may utilize a backpack.

A student's uniform must not create a disruption to the learning environment. Therefore, keeping the uniform freshly laundered is essential. Any offensive or disruptive smell that impacts the learning of others may be reported to the Administration. Mitigating measures may be offered or disciplinary measures may be required.

A student in violation of the Blackhawk Academy dress code will be allowed to correct the violation. Parents/Guardians may be contacted to assist in correcting the violation. Questions about the appropriateness of a clothing item or accessory should be directed to the Blackhawk Academy administrator. Disciplinary sanctions may be issued by the building administration should the insubordination continue.

## Responsible Electronic Device Usage

A student is required to abide by the District 129 Acceptable Use Policy as outlined in the District 129 Student Rights and Responsibilities handbook. A failure to abide by these policies may result in disciplinary action.

Blackhawk Academy provides the educational technology students need; students do not need to bring their own. Students are also required to bring their devices to school daily. In a traditional

school year, school-provided devices (i.e. Chromebooks) can remain at school but students may also take devices home to extend their learning. Upon exit of the program, any device provided by Blackhawk must be returned to the office. Fees will be issued for unreturned items.

### **Cell Phones and Smart Technology**

**OFF AND AWAY, ALL DAY! Personal electronic devices brought to school must be silenced and stored in the classroom's locked cabinet for the duration of the academic day.** If personal devices are brought to school, they must be silenced and stored in the locked cabinet provided in the classroom for the entirety of the academic day and should not disrupt the educational environment. Students may be allowed to use their devices in areas designated by the school's administration, before and after school hours. In case of an urgent need to speak to your student during the day, please contact the school directly.

To maintain a safe and focused learning environment, students are encouraged to refrain from bringing personal electronic devices to school due to the potential risks of vandalism, theft, or loss. Please note that the District assumes no responsibility for lost, stolen, or damaged items.

Electronic devices may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions or non-consensual dissemination of private sexual images as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device will be confiscated and may be searched if there is reasonable suspicion that its contents are directly related to sexting or other policy violations. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

## **SERVICES AND ACTIVITIES**

### **Health Services**

#### **General Information**

Parent/Guardian should notify the health office and provide relevant documentation for any student's chronic health conditions, life-threatening conditions, medications and therapeutic regimens on an annual basis or when it changes. Students who become ill during the school day or those who require first aid may visit the health office during school hours. Parents/Guardians will be notified of more severe incidents. In the event of a medical emergency, school personnel may call 911 for additional assistance. District Guidelines for returning to school after an illness will be followed in conjunction with any related health provider documents.

If a student is not feeling well they must check out in the health office and authorization must be given before leaving the building or the absence will be considered unexcused. No student will be excused from school unless a parent/guardian or person designated has been notified and appropriate transportation arranged. Under certain circumstances, the District may require parents/guardians to present medical documentation of physical or emotional conditions causing student absence. In the event EMS services are provided to a student, West Aurora School District 129 reserves the right to request follow-up medical documentation. This may include, but is not limited to, medical clearance for the student to resume athletic activities, participate in physical education, or confirm the student's ability to safely attend school.



### **Anaphylaxis Prevention, Response, and Management Program**

Parents/Guardians of students with life-threatening allergies or those at risk for anaphylaxis should provide the school health office with written instructions from the student's health care provider for handling allergic reactions and all necessary medication for implementing the student-specific order on an annual basis. *For information on District 129's Anaphylaxis Response Policy, please contact your student's health office.*

District 129 participates in the National School Lunch/School Breakfast program. According to the USDA's Food and Nutrition Services Instruction 783-2 Revision 2, a medical statement from a physician detailing food allergies must be provided before the school can make any restrictions or substitutions for students. If your child has any dietary restrictions, please contact the Certified School Nurse at your child's school.

### **Communicable and Chronic Infectious Diseases**

The district will observe recommendations of the Illinois Department of Public Health in correspondence with the Kane County Health Department regarding communicable diseases. *Please visit our website at SD129.org, for additional information on Influenza disease and Meningococcal disease.*

### **Concussion Safety**

Students who exhibit signs, symptoms, or behaviors consistent with a concussion or head injury during school hours will be removed from participation or competition at that time. For the safety of the injured student, they will not be permitted to return to play unless cleared to do so by a licensed physician or a certified athletic trainer. Students who have experienced concussions will be supported by the District in accordance with the Return-to-Play and Return-to-Learn protocols. Parents/guardians should notify the building administration and health office if they are aware their student has suffered a concussion either during or after school hours.

### **Diabetes**

A diabetes care plan shall be submitted to the school at the beginning of the school year; upon enrollment, as soon as practical following a student's diagnosis, or when a student's care needs change during the school year. Parent/Guardian shall be responsible for informing the school in a timely manner of any changes to the diabetes care plan. *Please visit our website at SD129.org, for additional information on Type 1 Diabetes.*

### **Head Lice**

Students with head lice do not need to be sent home early from school. When lice/nits are found on a student at school, the student's parent/guardian will be informed. Any household contacts that attend school in West Aurora School District will be called to the health office to be checked. Student's with lice are encouraged to begin treatment promptly. *For additional resources regarding lice treatment, please contact your student's health office.*

### **Health Examinations & Immunizations**

- **Physical Examination and Immunizations**

- A complete physical examination and immunization record within one year prior to the following is required: entering kindergarten or the first grade, entering the sixth and ninth grades and enrolling in an Illinois school for the first time.
  - Immunization requirements for children enrolling or entering a school in Illinois are available on the Illinois Department of Public Health's website.
  - Unless the student is homeless or some other exemption or extension applies, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations.
- **Vision Examination**
    - Before October 15th of each school year, all students enrolling in Kindergarten or enrolling for the first time in an Illinois school shall show proof of having been examined by a physician who performs eye examinations or an optometrist within the previous year.
- **Dental Examination**
    - Before May 15th of each school year, all students in Kindergarten, Second, Sixth and Ninth grades shall present to the school proof of having been examined by a licensed dentist. The examination must have taken place within 18 months prior to May 15th of that school year.
- **Vision and Hearing Screening**
    - Vision and Hearing Screenings will be conducted on those students specified under the guidelines set forth by the Illinois Department of Public Health. Students whose test results meet referral criteria will be referred to an eye doctor, audiologist or family physician for further evaluation.
- **Exemptions**
    - In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from the policy's health requirements on medical grounds if a physician provides written verification or on religious grounds if the student's parents/guardians presents a statement for each immunization/examination requested along with the completed Illinois Certificate of Religious Exemption, signed by the student's healthcare provider (MD/OD, APN, PA), submitted on the same schedule as the requirement referenced above.

### **Jeff Craig Family Resource Center**

The school-linked health center is powered by VNA Health Care and is accessible to any District 129 student. The VNA provides a range of services, such as medical care, mental health services, and dietician services. The goal is to improve students' health and well-being, enhance their academic performance, and reduce absenteeism by ensuring easy access to necessary healthcare services. *For more information about the VNA's services and the necessary consent forms, please visit our website at [SD129.org](http://SD129.org).*

The Marie Wilkinson Micro-Pantry provides essential food assistance to District 129 students and families to help address food insecurities and ensure students have the necessary resources to succeed academically and personally. Located at the Jeff Craig Family Resource Center, the micro-pantry will provide a variety of non-perishable food items, school supplies, and other basic necessities. For more information about how to access the micro-pantry, please speak to the administration at your child's school.

### **Medication Authorization**

- **Procedure for Medication Administration**

- The administration of medication to students during regular school hours and during school-related activities is strongly discouraged unless absolutely necessary for the critical well being and health of the student. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the student and otherwise complete the District's *Medication Authorization Form* and follow the District's *Medication Policy & Procedures* on dispensing medication.

- **Self-Administration of Medication**

- A student may possess epinephrine, glucagon, or emergency seizure medication for immediate use at the student's discretion, provided the student's parent/guardian and physician has completed and signed the *Medication Authorization Form*, indicating the student's permission to self-carry. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed the *Self-Administration of Asthma Medication Authorization Form*.

### **Physical Education Excusal Requests**

A student may be excused from physical education classes for up to two days with a note or request from the parent/guardian. However, for longer periods of non-participation, a doctor's note is required. The doctor's note should clearly state the duration of time for which the student is unable to participate in physical education activities.

### **Undesignated Medication**

The District may secure and maintain a supply of undesignated asthma medication, epinephrine, glucagon and/or opioid antagonist when available, in the name of the District and provide or administer them as necessary according to State law. Registered Nurses or trained personnel may administer undesignated asthma medication, epinephrine, glucagon and/or opioid antagonist to a person who they, in good faith, believe is having a health crisis. The provision for undesignated medications will be VOID when the District is unable to secure a prescription for, or the supply of the medication. Undesignated medications are not intended to replace individual student medications. West Aurora School District is required to notify parents/guardians of undesignated medication protocols at the time of enrollment. By enrolling your child at West

Aurora School District and reviewing this handbook, you acknowledge that you have been informed of such standing protocols.

### **Social Work Services**

Blackhawk Academy has social workers on staff who are available to work with students as defined by their Student Success Plan (SSP) or Individualized Education Plan (IEP). Social work services include: assessing social, emotional, and behavioral needs that impact student success, crisis intervention, identifying and problem-solving student and family needs, consulting with school staff, assisting in the development and maintenance of a supportive educational environment, and providing direct services to students and families. In addition, social work groups are available to identify students who would benefit from participating in this service.

A student referred to SUCCESS Academy will typically be required to meet with the social worker for a minimum of three sessions to address the reason for the enrollment. For example, if a student has been referred for physical altercations, they may be required to work on topics involving anger management. This may be completed in either a group or individual setting. The social work requirement **must** be satisfied in order for a student to return to their home school.

### **School Counseling Services**

Blackhawk Academy has a high school counselor who meets with all high school students and 8th-grade students. The counselor supports them in course selection and understanding graduation requirements, but also offers a variety of information and opportunities regarding post-secondary education and career pathway options. The school counselor also supports classrooms with college and career planning through the Naviance platform. A student may request to meet with the school counselor at any time.

### **Community Partners**

Blackhawk Academy collaborates with community partners to provide students with educational, social-emotional, post-secondary, and career-planning support. Students benefit from instruction, support, and experiences in areas that include (but are not limited to) coping skills, job search/applications, interviewing, soft skills, making positive life choices, social skill development, and even drug/alcohol counseling. Services facilitated by community partners provide intervention and skill acquisition which foster academic re-engagement and motivation to plan for post-secondary career and educational choices.

### **Extracurricular Activities**

While enrolled at Blackhawk Academy, some students may be initially placed on social probation, which means that they should not be attending any events, activities, extracurriculars, etc. at their home school. When appropriate, students are able to access extracurricular activities at their home schools through a team-based decision-making process. Students must demonstrate ongoing progress on their individual goals (SSP/IEP) and exhibit ongoing responsible decision-making to be considered for involvement in district events, activities, extracurriculars, etc. Students who wish to participate in extracurricular activities need to meet with the Blackhawk Principal so they can inform the home school.

Students may have opportunities to participate in exploratory learning at Blackhawk Academy, depending on schedules, interests, and availability.



## COMMUNICATION

### Parent/Guardian Communication

Blackhawk Academy believes that parents/guardians are integral members of their child's education team. Teachers are accessible via email, phone, or by appointment. As a contributing member of their child's educational team, parents/guardians can receive a weekly progress update through the online curriculum parent portal. In addition to weekly updates, parents/guardians are encouraged to monitor their student's progress via eSchool, the online curricular program (Edgenuity), and regular check-ins with their student's teacher.

### Home School Communication

Communication with students' home school buildings occurs throughout the school year. Reasons for home-school communication may include:

- to communicate a student's progress at Blackhawk Academy.
- to develop a transition plan to return to the student's home school.
- to monitor credits/grades toward graduation and/or promotion to the next grade level.
- to meet the identified needs of students in regard to student services.
- to organize the facilitation of standardized testing.
- to issue report cards and transcripts.
- to facilitate graduation processes and information.

Team members, typically school administrators, from students' home buildings also check in with students during the year as appropriate.

## RESTORATIVE PRACTICES

Restorative practices are strategies that proactively build healthy relationships and a sense of community to prevent and address conflict and wrongdoing. Restorative practices:

- build healthy relationships between educators and students.
- reduce, prevent, and improve harmful behavior.
- repair harm and restore positive relationships.
- resolve conflict, and hold individuals and groups accountable.
- address and discuss the needs of the school community.

A restorative framework builds problem-solving skills, teaches cause-effect, builds empathy, and allows the opportunity for both an offender and victim to share how harm can be repaired. A restorative model fosters healthier interpersonal relationships among members of the school community and supports a more effective learning environment.

Blackhawk Academy students and staff members routinely engage in restorative practice strategies to work out classroom and/or interpersonal issues as appropriate. Under adult supervision, restorative strategies may include restorative circles, restorative conversations, and restorative conferences. These interventions offer students an opportunity to resolve conflicts before reaching the level of administrative intervention.

### Discipline

SUCCESS and Connections strive to provide an engaging program that focuses on academic, social-emotional, and behavioral support to promote student success. A student enrolled at

Blackhawk Academy is expected to read and abide by both the District 129 Student Rights and Responsibilities Code and the Blackhawk Academy expectations. The Blackhawk Academy handbook is distributed to each student upon enrollment and can be found on the website.

A student's failure to abide by the guidelines of the District 129 Student Rights and Responsibilities and/or the Blackhawk Academy expectations may result in behavioral and disciplinary action, including a possible recommendation for expulsion from District 129 or referral to law enforcement. Student conduct is monitored on an ongoing basis to determine the appropriateness of a student's enrollment, as well as eligibility to transition back to the home school.

To assist in maintaining the safety and security of the students and staff on campus at Blackhawk Academy, District 129 has positioned numerous video cameras and monitoring devices in public areas of the school. These public areas include but are not limited to, hallways, stairwells, entryways, common rooms, and school buses. Any misconduct seen on video surveillance will be assigned appropriate disciplinary action.

### **Academic Dishonesty**

At Blackhawk Academy, the learning domain is primarily provided through an online provider for grades 6-12, with supplemental academics offered through direct instruction. Engaging in any academic dishonesty, whether electronic or otherwise, may have academic and/or disciplinary consequences assigned by the classroom teacher or building administration. These include but are not limited to cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

## **PROGRESS REVIEW AND TRANSITION**

**SUCCESS Academy:** A student enrolled in the SUCCESS Academy Program has a Student Success Plan (SSP) that identifies academic, social-emotional, and behavioral goals. Each student's progress towards their individual goals are evaluated routinely using formal and informal measures, which include student conferencing.

A student who begins to exhibit signs of declining academic, social emotional, or behavioral performance may require a more intensive system of support. When this occurs, a problem-solving meeting is scheduled with parent/guardian participation encouraged as they are an essential member of their child's educational team. Problem-solving meetings seek to identify areas of concern, brainstorm solutions, and specify an intervention plan to address needed support. The student's SSP may be updated as a result of a problem-solving meeting to reflect the newest level of intensive interventions. Student progress towards the updated SSP is then evaluated at routine intervals to identify (1) the continued need for the current plan (2) the fading of the intensive interventions outlined in the plan (3) the need for a joint home-school/Blackhawk Academy problem-solving meeting with the following participants: teacher, student, parent/guardian, and administrator from the child's home school. A joint problem-solving meeting is scheduled when a student has not positively responded to the intensive intervention outlined in their SSP, or when all available interventions have been exhausted. Discussion at a joint problem-solving meeting includes a re-examination of the student's enrollment in the Blackhawk Academy program and whether the student's continued participation in the program is recommended.

**Connections:** Similarly, a student enrolled in Connections has an Individualized Education Plan (IEP) that identifies their appropriate goals. Each student's progress towards their individual goals is evaluated routinely using formal and informal measures. A student who begins to exhibit signs of declining academic, social emotional, or behavioral performance may require a more intensive system of support. When this occurs, a problem-solving meeting is scheduled with parent/guardian participation encouraged as they are an essential member of their child's educational team. Problem-solving meetings seek to identify areas of concern, brainstorm solutions, and specify an intervention plan to address needed support. The student's IEP may be updated as a result of a problem-solving meeting to reflect the newest level of intensive interventions. Student progress continues to be evaluated at routine intervals to identify progress and/or needs.

### **Transition to Home School Process**

**SUCCESS Academy:** The ultimate goal of Blackhawk Academy is to teach a student the academic, social, emotional, and behavioral skills that will allow the student to return to their home school and maintain a level of success that leads to a grade level promotion, graduation, or post-secondary plan success.

When a student meets the following eligibility criteria, they may be considered for a transition back to their home school:

- **School Attendance:** Students will consistently attend school and not be considered truant according to state guidelines.
- **Behavior:** student will consistently demonstrate compliance with SUCCESS Academy Program and School District 129's Code of Conduct guidelines.
- **Performance:** The student will make ongoing progress toward meeting his/her Student Success Plan goals.
- **Academic Achievement:** student must pass all courses with a 70% (grade of C) or higher
- **Life Skills:** The student is expected to utilize available school resources to achieve a successful transition to his/her home school.

A review of the student's eligibility criteria is completed by the SUCCESS Academy team, considering all factors mentioned above, including academics/credits earned, attendance, and discipline history during the student's stay at the SUCCESS Academy Program. Open communication is maintained with the student, parents/guardians, and home school administration.

When a student has met eligibility for a transition back to their home school, a meeting is scheduled with the parent/guardian, student, teacher, the Blackhawk Academy administrator, and a home school administrator. The purpose of the meeting is to review student progress, select courses, and develop a transition plan back to the student's home school. Transitions may be gradual.

If a student has not met the criteria to return to the home school, a meeting is scheduled to review student progress and set new goals that focus on transition preparation. Blackhawk Academy staff work with the student to identify reasons goals were not met and address those reasons that adversely impacted the student's ability to transition back to their home school.

Once a student transitions back to his/her home school, the Blackhawk Academy Program administrator and the home school administration monitor the student's performance for approximately 2 semesters.

*Student Extensions:* An extension occurs when a student meets all the behavioral, attendance, and academic progress goals indicated in his/her SSP and wishes to remain a student in the SUCCESS Academy Program versus transitioning back to the home school. The student must meet with the social worker and the principal in these instances and these meetings do not guarantee that it will be granted. Each student's request is evaluated on an individual basis.

A student who is granted an extension must continue to meet the academic, attendance, and behavioral goals indicated in their SSP. A meeting will be held at the completion of the extension period to determine the student's progress and any program changes that should result.

Connections: Connections supports a return to the home school through a very similar process, but is individualized to each student, with a focus on their IEP, progress, goals, and needs.



# TRANSITION PROGRAM ONLY

## TRANSITION PROGRAM

### **School Hours and Yearly Calendar**

School hours for Transition are 8:00 a.m. to 2:00 p.m. The late start Monday model is **not** applicable at Blackhawk Academy. The District 129 school board-approved calendar depicts legal holidays, student attendance, and student non-attendance days. Parent-teacher conferences and curriculum nights align with West Aurora High School and are held at Blackhawk Academy for all Blackhawk Academy Program students and their parents/guardians.

### **Lunch**

Students are responsible for their own lunches. Options for lunch include bringing lunch from home each day, participating in group lunch cooking activities on scheduled days, or by purchasing groceries to prepare lunch at school on a pre-planned community trip.

### **Transportation**

Students are provided door-to-door transportation through the district. Questions regarding transportation should be directed to the District 129 Transportation Department at **(630) 301-5620**. If a student is going to be absent or miss the bus, transportation should be notified. If a student misses the bus 3 days in a row **without** transportation being notified, they will be at risk of being dropped from the bus route. It is the responsibility of the student or parent/guardian to contact transportation to get the student's route reinstated.

Parents choosing to provide their own transportation, must drop off and pick up at Door 5. If a student has a license, or insurance and wants to drive to school, they must meet with the Blackhawk Academy Principal for approval.

Any student arriving late will need to check into the main office, through Door 2.

### **Financial Responsibilities**

Students will be expected to bring \$15 each week on Monday to cover the cost of weekly expenses (community trip activities, personal purchases, group lunches, etc.). Students will keep a balance sheet of their finances and any money that is left at the end of the week will go into a classroom savings account for their long-term expense planning. Money left over at the end of

the semester will be sent home. If this is a challenge, the student or parent/guardian may speak with the case manager to develop a supportive plan.

### **Community-Based Instruction Trips**

Students in the Transition program are expected to participate in local community-based instructional trips. For community trips, students will use public transportation in the form of PACE or Ride in Kane. SD129 provides Ventra cards for students to use the public bus and cash to use Ride in Kane for school community trips. Trips are focused on independent living skills and age-appropriate recreation.

### **Vocational Training**

All students in the Transition program will participate in a type of vocational training. These can include classroom microbusinesses, in-building PAES Lab training, volunteer opportunities, and community vocational training sites. For most students new to the Transition program, vocational training will begin in the school building in classroom micro businesses and the PAES lab and build into appropriate community training sites when available. Although the goal is for all students to have community employment when they exit Transition, it is not guaranteed. The Vocational team works with many community sites and continues to establish relationships with employers in Aurora and nearby towns. The team will do their best, based on student and family needs and expectations to find students opportunities to feel productive in the future.

### **Weekly Schedule**

It is expected that students attend school all days they are scheduled. Schedules are developed by the IEP team and for the majority of students, that will be 5 days per week. Students will bring home a copy of their weekly schedule each Friday for the upcoming week. It is the expectation that families will support students as needed to be prepared for the daily/weekly activities. Accommodations to the weekly schedule can be made for the following reasons:

- If a student takes a class at WCC.
  - The student will need to bring a copy of their schedule verifying enrollment in a class. They will be excused from the Transition Program on a WCC class day.
- If a student has competitive employment and works during the week.
  - The expectation with competitive employment is that the student will arrange to set days to work with the employer so they will attend Transition on regularly scheduled days. They will be excused from the Transition Program to work.
- If a student is planning to exit the Transition Program.
  - A part-time schedule may begin at the recommendation of the case manager; the family must gradually take over the support that was previously provided by school staff.

As classroom schedules and activities vary from week to week and require substantial planning to ensure supervision and support for all students, students cannot change planned attendance days. If more explanation is needed, parents/guardians should contact the case manager or transition and vocational coordinator.

**Vaughan Athletic Center**

Students may have the option to purchase a VAC pass at a reduced rate as a Transition Program student. With a VAC pass, students have access to the track, fitness room, and field house group during the school day. Students who have a VAC pass typically attend 3 afternoons per week during the school day. They also have access to the group fitness classes and the pool to use outside of school hours. The cost is \$60 and covers 3 months of VAC participation. Fees are due in September, December, and March. For students who opt out of the VAC pass, they will still go to the facility one time per week paying \$2 out of their weekly budget to use the track.

**Progress Monitoring**

In the Transition Program, students have met all high school graduation requirements. Traditional grades and report cards will not be sent home quarterly. You will receive goal updates as you have previously. High school diplomas will be released once the student has exited the Transition program.

## Student Handbook Acknowledgement & Agreement

I, \_\_\_\_\_, a current student enrolled at Blackhawk Academy, have been given a copy of the Blackhawk Academy Student Handbook, Rights and Responsibilities Code (online) and my Student Success Plan. I have read and fully understand the information contained in these documents. I have had an opportunity to ask questions and have them answered by a Blackhawk Academy staff member. I understand that any and all services and resources are provided to me for my benefit, and I agree to be respectful and responsible for all Program and District 129 requirements.

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, have been given a copy of the Blackhawk Academy Student Handbook, Rights and Responsibilities Code (online), and the Student Success Plan. I have read and fully understand the information contained in these documents. I understand that any and all services and resources are provided to me for my child's benefit and that I am an essential part of their educational team. I have had the opportunity to ask questions and have them answered by a Blackhawk Academy staff member. If I have any questions, I understand that I may contact either my child's classroom teacher, or the Program administrator.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## Reconocimiento y acuerdo del Manual del estudiante

Yo, \_\_\_\_\_, estudiante matriculado en Blackhawk Academy, he recibido una copia del Manual del Estudiante, el Código de Derechos y Responsabilidades de Blackhawk Academy (en línea) y mi Plan de Éxito Estudiantil. He leído y comprendido completamente la información contenida en estos documentos. He tenido la oportunidad de hacer preguntas y recibir respuestas de un miembro del personal de Blackhawk Academy. Entiendo que todos los servicios y recursos se me proporcionan para mi beneficio, y me comprometo a ser respetuoso y responsable con todos los requisitos del Programa y del Distrito 129.

Yo, \_\_\_\_\_, padre/tutor de \_\_\_\_\_, he recibido una copia del Manual del Estudiante de Blackhawk Academy, el Código de Derechos y Responsabilidades (en línea) y el Plan de Éxito Estudiantil. He leído y comprendido completamente la información contenida en estos documentos. Entiendo que todos los servicios y recursos se me brindan para el beneficio de mi hijo/a y que soy parte esencial de su equipo educativo. He tenido la oportunidad de hacer preguntas y recibir respuestas de un miembro del personal de Blackhawk Academy. Si tengo alguna pregunta, entiendo que puedo contactar al maestro de mi hijo/a o al administrador/a del programa.

\_\_\_\_\_  
Firma del estudiante

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma del padre/tutor

\_\_\_\_\_  
Fecha

**Success/Connections/Transition**  
**Field Trip Permission Slip**

**Student Name:** \_\_\_\_\_ **Student I.D.:** \_\_\_\_\_

Blackhawk Academy engages students in many learning opportunities throughout the school year. These activities may include, but not limited to local *walking trips, career workshops, trade school/college workshops/tours, community outreach, recreational, etc.*

**By signing below, I give permission for my child to participate in these activities under the supervision of Blackhawk Academy Staff/West Aurora School 129.**

Students attending these learning opportunities must follow Blackhawk Academy/West Aurora SD 129 rules and procedures, as well as follow all staff directions. Each student is responsible for their conduct while representing their school and district. Inappropriate student behavior may result in loss of privileges as well as disciplinary consequences as deemed appropriate.

**\*\*Students who do not have prior written permission will not be permitted to participate in the field trip.**

**Parent/Guardian Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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**In Case of Emergency**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Health Needs/Diagnosis/Medication(s):**

\_\_\_\_\_

\_\_\_\_\_

**Éxito/Conexiones/Transición**  
**Permiso para excursión escolar**

**Alumno Nombre:** \_\_\_\_\_ **Identificación del estudiante:** \_\_\_\_\_

La Academia Blackhawk ofrece a sus estudiantes diversas oportunidades de aprendizaje a lo largo del año escolar. Estas actividades pueden incluir, entre otras: no limitado a lo local  
*Excursiones a pie, talleres profesionales, talleres y visitas a escuelas vocacionales/universidades, extensión comunitaria, actividades recreativas, etc.*

**Al firmar a continuación, doy permiso para que mi hijo participe en estas actividades bajo la supervisión del personal de Blackhawk Academy/West Aurora School 129.**

Los estudiantes que asistan a estas oportunidades de aprendizaje deben seguir las normas y procedimientos de la Academia Blackhawk/West Aurora SD 129, así como todas las instrucciones del personal. Cada estudiante es responsable de su conducta al representar a su escuela y distrito. El comportamiento inapropiado del estudiante puede resultar en la pérdida de privilegios, así como en las consecuencias disciplinarias que se consideren apropiadas.

**\*\*Los estudiantes que no cuenten con permiso previo por escrito no podrán participar en la excursión.**

**Nombre del padre/tutor:** \_\_\_\_\_ **Fecha:** \_\_\_\_\_

**Firma del padre/tutor:** \_\_\_\_\_ **Teléfono:** \_\_\_\_\_

**En caso de llegada**

Nombre: \_\_\_\_\_ Relación: \_\_\_\_\_ Teléfono: \_\_\_\_\_

Nombre: \_\_\_\_\_ Relación: \_\_\_\_\_ Teléfono: \_\_\_\_\_

**Necesidades de**

**salud/Diagnóstico/Medicamento(s):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_