

RAS/PONTIAC– 2017-18 School Year

(Revised August 2, 2017)



Alternative Education

Pontiac Site

905 West Custer Avenue
Pontiac, Illinois
(815) 844-2512

Introduction

I. History:

The Regional Alternative School Program (RAS) has been in existence since 1989 providing educational services for students throughout Dewitt, McLean and Livingston counties. The program emerged from an interest of local school administrators and educators to provide programming for students considered to be at-risk of dropping out of school. The program was initiated to provide students who did not qualify for special educational services and were not experiencing success in the traditional day school program, for a variety of reasons, with an option to continue their education.

The RAS has expanded to include programs at various locations throughout the region to meet the wide-range of educational needs of at-risk students, grades 7 to 12. The program is available to any student residing in Dewitt, McLean and Livingston County. To participate in the Alternative School program, a student must be officially enrolled in his/her Home School District and be referred by the administration of their Home School.

Students who will benefit from the educational structure and environment of RAS may exhibit some but not all of the following characteristics:

- “At-risk” status due to social factors that may affect the student’s ability to attain academic success, such as: frequent mobility, low self-esteem, and various family situations.
- Overage for grade level.
- Students who do not qualify for special educational services but would benefit from an alternative form of educational structure providing an individualized and remedial approach.
- History or current, incompatibility with traditional day school that may be indicated through: truancy, minor discipline problems, and academic failure.
- Unable to attend traditional day school due to employment, parenthood, or other circumstances.

Home Schools are responsible for recommending students who exhibit characteristics that lead the Home School personnel to believe the student may be successful in RAS. Factors that should be considered are: ability level, student support, parent support, discipline history, and willingness to participate in a work co-op program and credit

status.

It is the goal of the RAS staff to do what is best for the individual student in cooperation with the student's Home School. The Director and Site Coordinator will work with the Home Schools when a student's success at RAS may be questionable.

History of SAVE:

The program is the result of the Safe Schools Law enacted by the State of Illinois in 1996.

The program is designed to meet the educational and personal growth needs of students who have been disruptive to the learning environment, or have the potential to be harmful and may pose as a threat to themselves or their peers within the school setting. The program is available to any student residing in Dewitt, McLean and Livingston County. To participate in the SAVE program, a student must be officially enrolled in his/her Home School District and be referred by the administration of their Home School.

Students who will benefit from the educational structure and environment of the SAVE program may exhibit some but not all of the following characteristics:

- The student has been suspended at least twice for a period of 3-10 days for gross misconduct.
- The student has been arrested by police and/or remanded to juvenile or criminal courts for acts related to school activities.
- The student has been involved in repetitive incidents of misconduct considered to be of a serious nature.
- The student has been expelled from their Home School District for the violation of a school policy.

Home Schools are responsible for recommending students who exhibit characteristics that lead them to believe the student may benefit by enrolling in the SAVE Program. It is the goal of the SAVE Program to do what is best for the individual student in cooperation with the student's Home School. The Director and Site Coordinators will work with the Home Schools when a student's success in the SAVE Program may be questionable.

II. Mission Statement:

We believe that all students are capable of change, the mission of RAS is to provide students with high quality, innovative, and relevant education, in a safe and positive learning environment that allows all students to identify their goals to achieve personal success. This mission is attained through partnering with students, parents/guardians and the community to provide academic, vocational and technical opportunities.

III. Vision Statement: Living the RAS Mission.

IV. Homeschool Referrals:

All students are required to register at their Home School, as they remain legal students of that Home School. The registration includes the following steps:

- Proof of compliance with state health requirements
- Proof of residency and citizenship
- Completion of emergency cards
- Payment of school fees

Only properly registered students will be enrolled at RAS and will have priority in the scheduling process. Students, who have applied but have not completed their Home School's registration requirements, will be placed on a waiting list.

Process for enrollment at RAS:

- The Home School counselor and/or administrator meets with the student to explain the options available to the student and the benefits of RAS.
- Completion of the Referral Form with parent and student signatures.
(Refer to copy of the Referral Form in the Appendix)
- The counselor or administrator completes the Referral Form and submits it with transcripts and information pertinent to behavior and attendance.
- The Referral Form is approved by the Home School District's administration and sent to:

Regional Alternative School Director
Regional Alternative School
408 West Washington St.

Bloomington, Illinois 61701

The RAS Director will review the Referral, and if it is determined the student is an appropriate candidate for the program, a conference will be scheduled with the student and his/her parents.

- If it is determined after the interview with the parents and student that the program at RAS is an appropriate program to meet the educational needs of the student, an academic schedule will be developed and a copy will be sent to the Home School.
- If the student is not accepted, the Home School will be notified and the Referral Form will be returned.
- Written verification of enrollment date of accepted students will be sent to the Home School District and will be updated on a regular basis throughout the school year.

V. Emergency Contacts:

Parents of all students are required to fill out an emergency card. In emergency situations, The School calls the numbers listed on the card. It is essential that parents update these Cards if their address, phone number, or emergency contact person changes.

Student Progress

I. Student Success Plan:

Each student will be required to develop an individual educational plan. The advisory teacher will assist the student in developing his/her plan. The plan must receive the approval of the Coordinator and include the setting of goals in the following areas:

- * Attendance
- * Grades
- * Plan for returning to their home school
- * Behavior Improvement Plan

The completed plan will be utilized throughout the academic year to assess the individual progress of the student. The Coordinator will review the plan at the beginning of each quarter and make appropriate revisions made to accommodate the changing needs of the student.

II. Reporting of Grades:

Grades will be assigned at the conclusion of each semester. Grades will be mailed home to the student's parent/guardian with a copy of the report card sent to the student's Home School.

Progress reports will be distributed to both the student and parent/guardian whenever the instructor feels it is appropriate. Parents/Guardians may request a progress report anytime during the semester.

III. Grading:

Every teacher will maintain an evaluation record for each student using the following guidelines:

1. Each student will be expected to successfully complete a minimum standard of academic work for each week they are enrolled in the program. The minimum expectations for each course are outlined in the curriculum and these expectations will be communicated to the students on a daily basis.
2. The final grade will reflect **both** the student's effort at completing the required assignments and an assessment of the student's academic proficiency on tests, quizzes, exams, class projects and reports.

Letter Grades:

A, B, C, D and F will be assigned each week for the academic work earned by the student.

A =	Outstanding Achievement	90% or above
B =	Above Average Achievement	80% - 89%
C =	Average Achievement	70% - 79%
D =	Below Average Achievement	60% - 69%
F =	Failing	59% or below

NA = Non-attendance will be assigned for a student who did not attend enough class hours during the grading period to warrant any type of a grade. Individual situations may be determined in consult with Coordinator.

Effort Grade: Students will also receive a numerical grade, (3-0), to reflect their effort on the completion of required assignments and activities.

- 3** = Maximum effort on assignments. The student remained on task and cooperated with the teacher at all times.
- 2** = Meets Expectations – Completed the majority of the work and cooperated with the teacher the majority of the time.
- 1** = Did not meet expectations - did not complete all the required assignments or cooperate with the teacher at an acceptable standard.
- 0** = Did not do any work.

The effort scale is a measure of the student's effort on a 3-point system. A student earns an effort grade in each class ranging from 0 to 3. A student's effort can raise a letter grade two grades with a 3.0 and one letter grade with a 2.7 or higher. A student with a 2.0 or higher will pass their class. Below a 2.0 a student's grade is lowered one letter grade. A student with a 0 for effort for an entire week will have their grade lowered one letter grade for each 0 week.

Combined Grade Average:

The combined grade average is the grade reported on the semester report card. It is derived by combining the letter grade and the effort grade. The following scale is used to calculate: 4.0 scale with a 4.0 to 3.5 a A, 3.4 to 2.5 a B, 2.4 to 1.6 a C, 1.5 to a 0.6 a D and below a .6 is a F.

IV. Parental Involvement:

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves. Communication between home and school helps bind the student, parents, teachers and administration into a partnership working toward a common goal of helping the student succeed. Every parent is required to attend an annual orientation meeting prior to student enrollment. Student Led Conferences will be offered once per semester to allow the people most directly involved with the student to become an active participant in the educational process. Coordinators may require parent/guardian meeting throughout the school to help foster students success. Parents and guardians are strongly encouraged to contact the school to schedule a conference whenever there is a question or concern.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides

information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

V. Student Records:

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations. [1]

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not

want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning

not be granted access to your student's information without your prior written consent.[2]

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

VI. Graduation Requirements: All requirements for graduation will be set and approved by the student's Home School.

The RAS office will send grades and documentation of completed course work to the Home School at the conclusion of each semester. The Home School will determine the course work that will be accepted to meet their graduation requirements. When the Home School approves all requirements for graduation, the high school diploma will then be issued by the student's Home School District.

A credit checklist will be utilized for each student that will indicate the courses the student will take to satisfy the graduation requirements at their Home School.

RAS CURRICULUM

Along with a variety of digital courses, RAS/Pontiac offers a project based learning model focusing on the study, production and merchandising of various environmental products. Through our unique Business Curriculum students will get an individualized look at their personal career interests and paths.

Language Arts Curriculum

The language arts curriculum of RAS will focus on the development of skills in reading, writing, speaking, spelling, listening, and on the study of literature. The skills, knowledge, and understandings of language arts will be integrated and reinforced in all curriculum areas.

Communication skills are central to the overall development of students; therefore, the teacher will make every effort to insure that students learn and use these skills on a regular basis.

Course Offerings

- ★ Freshman Language Arts
- ★ Sophomore Language Arts
- ★ Junior Language Arts
- ★ Senior Language Arts

Mathematics Curriculum

The mathematics curriculum of RAS will focus on the understanding of mathematical concepts and on the development of problem-solving skills. The curriculum at all levels should afford the student opportunities to apply the tools of mathematics to problems in a range of business and everyday situations.

Course Offerings

- ★ Algebra 1
- ★ Algebra 2
- ★ Geometry
- ★ Consumer Math
- ★ Pre Calculus
- ★ Probability and Statistics

Science Curriculum

The science curriculum of RAS, through application of the scientific approach to problem solving, will focus on those skills, knowledge bases, and experiences necessary to the understanding of natural phenomena and their causes or effects. Special emphasis will be given to the interdisciplinary nature of science as it enhances students' understanding of their environment and world.

Course Offerings

- ★ Physical Science
- ★ Chemistry
- ★ Biology
- ★ Earth Science
- ★ Physical Science
- ★ Physics
- ★

Social Studies Curriculum

The social studies curriculum of RAS will expose students to a wealth of historical and contemporary knowledge and perspectives; key turning points and themes in history, political, and environmental geography; ideologies of the world economics; and an awareness of current events and issues, citizenship responsibilities necessary for the preservation of democracy. Students will be encouraged to exhibit tolerance and empathy, while being prepared to participate effectively and responsibly in an ever-changing world.

Students should gain an appreciation of the uniqueness of the United States encompassing the diverse heritage of its people, history, environment, and government. It is vital that students understand the beliefs and ideals of our American democracy.

The social studies curriculum will reinforce reading, writing, oral communication, thinking, and study skills. Students will be able to analyze ideas, concepts, and moral dilemmas with coherent written and oral opinions.

Course Offerings

- ★ Modern World History
- ★ World History Survey
- ★ Survey of US History
- ★ Civics
- ★ U.S. and IL Government
- ★ Contemporary World Issues
- ★ Economics

Vocational/Career Education

- ★ The Vocational Community Service Curriculum will promote the desire to work and assist the student in acquiring the necessary skills to become a successful and productive full-time employee. Students will be required to work or participate in community service activities. Students will earn ½ credit for working or participating in community service activities for 10 hours per week. Students working at approved sites will earn 1 full credit for 15 hours of employment per week.

Course Offerings

- ★ Career Explorations 1
- ★ Career Explorations 2
- ★ Variety of Career and Technical Education Courses

Diversity

The instructional program will emphasize multicultural education by presenting the contributions of all races and cultures, and by recognizing in all grades the similarities of students' various cultures.

Discussion of controversial issues will be age appropriate, serve an educational purpose, be consistent with the curriculum, and present a balanced view. The following guidelines will be used in teaching controversial issues in the classroom:

- All issues will be studied with as much objectivity as possible.
- In discussing controversial issues, the teacher will not seek to bring about a single conclusion to which all students must subscribe.
- All sides of an issue, within the scope of any course of study, will be explored.
- It will be the responsibility of the teacher to distinguish opinion or interpretation from fact, when recognized.

Testing and Assessment

The student testing and assessment program will adhere to the appropriate guidelines as established by the State of Illinois. All standardized tests and any other state mandated test will be administered to Alternative Education students under the guidance and approval of the Home School District.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office

I. Daily Schedule:

The official school day for first session students is from 8:00 AM to 2:15 P.M., and for second session students is from 12:15 PM to 6:15 PM, Monday through Friday. All students will be scheduled for five academic classes daily:

Career Education/Advisory	8:00 – 8:30 AM
Academic Block I	8:30 – 9:45 AM
Academic Block II	9:45-11:15 AM
Vocational/Community	11:15 – 2:15 PM
Career Education/Advisory	12:15 – 12:45 PM
Academic Block I	12:45– 2:00 PM

Academic Block II	2:00 – 3:30 PM
Vocational/Community	3:30 – 6:15 PM

II. Absences:

The State of Illinois considers a student attending school less than 95% of the time to be truant. A successful RAS student will attend classes regularly and on time. Attendance interventions will be put in place to assist students in maintaining a healthy discipline of attending behaviors. Students with excessive absences will be referred for Truancy/Outreach services.

A student required to attend school may be excused for a temporary absence resulting from any cause approved by the RAS Coordinator and/or Principal of the Home School. Excuses may include, but are not limited to, personal illness, death in the family, court appearance or dangerous weather or road conditions. However, excessive school absences is detrimental to a student's academic success.

III. Reporting of Absences:

Parents/guardians should notify the office between 7:45 AM– 8:30 AM or 12:00 to 12:45 PM if their student will be absent or tardy.

It is the responsibility of the student to make up all work missed due to an absence. In case of a pre-planned absence, students are expected to complete all work before leaving or as soon as possible after their return. In the case of an illness or some other unplanned absence, students should contact their teachers as soon as they return to school to turn in or receive assignments.

IV. Notification procedures:

- Parents/guardians need to contact RAS to notify personnel of their student's absence. All absences – parents/guardians are notified by phone.
- 4th absence in a semester – letter sent with a required parent/guardian conference to be readmitted.
- 8th absence in a semester – students who miss more than 8 days of school in a semester will be subject to truancy policy and procedures and/or may be

dismissed from the program.

V. Tardy Policy:

Students are expected to be punctual and respectful of other people's time. Tardiness not only impacts on the beginning of the student's day, but also is disruptive to the class and infringes upon the rights of others. At RAS we understand that life can be filled with unexpected challenges. That is why we allow all students a 30 minute window to enter the school building at the beginning of each shift without being considered tardy. The 30 minute window is defined as 15 minutes prior to the start of each shift and 15 minutes after each shift. Any student entering the building after the 30 minute window will be considered tardy. All tardy students will need to participate on Remediation Friday. Students who have a B or higher grade average can pre apply for a waiver with the building coordinator. A tardy that is defined as "excused" must be accompanied with a note from a doctor, an employer, or written documentation from a court official.

Excessive tardiness of any kind will require a meeting with the coordinator, and may result in the student being dropped from the program.

VI. Release of Students:

The official school day for all students at RAS is established in the daily schedule. Students may not leave school for any reason, except a family emergency. A request to be dismissed early must be confirmed through a parental telephone call indicating the time and the reason. Leaving school grounds without administrative approval will be considered a suspendable offense.

VII. Visitation Policy:

No visitors will be allowed on Regional Alternative School sites unless approved by the Director or Regional Superintendent of Schools.

Unwanted visitors will be asked to leave the building site immediately. If they do not cooperate, law enforcement authorities will be called and criminal trespassing charges will be filed.

VIII. School Cancellations:

If school is closed or starts late due to severe weather, a power outage or other problems, local radio stations will announce our closings. Only under extreme circumstances will school be closed once students have arrived. Closings will be announced on local radio stations. Listen for “RAS” under school closings. Closings will be updated on our website, www.rasblm.org.

Health Policies and Procedures

I. Student Medication:

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well-being. 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 child by completing a “Student Medical Authorization Form.”

No school or district employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or nonprescription medication until a completed and signed School Medication Authorization Form is submitted by the student’s parent/guardian. No student is allowed to possess or consume any prescription or nonprescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student’s discretion, provided the student’s parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student’s parent/guardian must agree to indemnify and hold harmless the

school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Any medications brought to school must be stored in the office with a signed form.

Any student violating the terms of this policy, taking or distributing any type of drug or medication, prescription, over the counter or a look-a-like drug; may be immediately dismissed from the program.

Student Medical Authorization Form Student's

Name: _____ Birth Date: ____/____/____

Address:

_____ Home

Phone: _____ Emergency Phone: _____

School: _____ Grade: _____

Teacher: _____ To be completed by the student's physician, physician assistant or advanced practice RN (Note: for asthma inhalers only, use the "Asthma Inhalers" section below): Physician's Printed Name:

_____ Office Address:

_____ Office

Phone: _____ Emergency Phone: _____

Medication name:

_____ Purpose:

Dosage: _____ Frequency:

_____ Time medication is to be administered or under what circumstances:

_____ Prescription date: _____ Order date: _____ Discontinuation date:

_____ Diagnosis requiring medication:

_____ Is it necessary for this medication to be administered during the school day? ____ Yes ____ No Expected side effects, if any:

_____ Time interval for re-evaluation: _____

Other medications student is receiving:

Physician's

signature _____ Date _____

Asthma Inhalers Parent(s)/Guardian(s) please attach prescription label here: For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector: I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30). If you agree please

initial: _____ Parent/Guardian ~ 15 ~ For all

parents/guardians: By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

_____ Parent/Guardian printed name Address (if different from Student's above):

_____ Phone:

_____ Emergency Phone:

_____ Parent/Guardian Signature Date Parent

Authorization: I hereby acknowledge that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize (name of School District) and its employees and agents, on my behalf and stead, to administer or to attempt to administer to my child or to allow my child to self-administer while under the supervision of an employee or agent of the School District, lawfully prescribed medication in the manner described

above. I acknowledge that it may be necessary for the administration of medication to my child to be performed by an individual other than a school nurse and I specifically consent to such practices. I further acknowledge and agree that when lawfully prescribed medication is so administered or attempted to be administered, I waive any claims that I might have against the School District, its employees and agents arising out of the administration of said medication. In addition I agree to hold harmless and indemnify the School Districts, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

Parent's Signature Date Signed

Parent's Phone Number Parent's
Emergency Phone Number Additional Information:

II. Care of Students with Diabetes:

If you child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Coordinator.

III. Students with Food Allergies:

State law requires our school district to annually inform parents of students with

life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building coordinator at (309) 828-5807.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

IV. Exclusion for Illness:

RAS students will be required to follow all state laws concerning proper immunization and health records. Health records are to be updated with the Home School when necessary. Updated health records must be on file with the Home School District prior to a student being allowed to enroll at RAS.

V. Communicable Diseases:

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to

return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

5. If a student shows any symptoms of illness, such as a temperature, nausea, diarrhea, sore throat or rashes, the students should not come to school until the seriousness of the conditions has been determined or the symptoms have disappeared. This will help reduce the spread of infections at school.

If a student shows such symptoms while at school, the student will be excluded from the program. The following procedures will be followed:

- The student will be asked to report to the main office.
- Parents will be notified to make arrangements to have the student picked up at school. If the parents cannot be reached, the person designated on the emergency card will be called. It is essential that parents list people on the emergency card who will be able to pick up the students if the parents are not available.

VI. Homebound Instruction:

A student absent from school for more than seven consecutive days because of health related problems or physical impairment should contact his/her Home School regarding home tutoring. The RAS staff will work in cooperation with the Home School in order to maintain the student's progress in all academic classes.

Technology

I. Computer/Internet Acceptable Use:

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use -Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Coordinator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties -The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the

original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.

b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

c. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.

e. Use of the School District’s email system constitutes consent to these regulations.

f. It must be the student’s understanding that RAS provided email is not private or protected. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, either through discovery as part of a regular maintenance or by staff, student, or parental complaint, RAS reserves the right to review data and files found on email clients and servers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.

II. Access to Student Social Networking Passwords & Websites:

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Exhibit – Letter to Parents/Guardians Regarding Access to Student Social Networking Passwords and Websites [1]

Re: Access to Student Social Networking Passwords and Websites for Violations of School Rules or Procedures

Dear Parent(s)/Guardian(s):

Under ordinary circumstances, school authorities cannot request or require that a student provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system. Social networking website does not include electronic mail.

Please contact the school if you have any questions.

Sincerely,

Building Coordinator

Authorization for Electronic Network Access Form

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of Electronic Networks* with my child. I hereby request that my child be allowed access to the District's electronic network, including the Internet.

Parent/Guardian Name (*please print*)

Parent/Guardian Signature

Date

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic network, including the Internet.

Student Name (*please print*)

Student Signature

Date

III. Video & Audio Monitoring Systems:

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Transportation Procedures and Policies

I. Transportation: Transportation to and from the RAS Program will be the responsibility of the individual student or their Home School District. All rules and regulations concerning transportation will be decided by the Home School District. Any questions, concerns or problems with transportation issues should to be directed to the administration of your Home School District.

II. Students will not be permitted to go to their vehicles after they arrive at school. The parking lot and all vehicles will be off limits to any student during school hours. The RAS staff will provide any transportation necessary during the school hours.

III. **Parking:** Students may park their vehicles in the designated parking lot during school hours. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians . Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration , and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including , but not limited to expulsion from school.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME** if these are present in the parking lot. Bus lanes and fire lanes will be clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Student Behavior and Discipline

I. Student Rights and Responsibilities:

All students are entitled to enjoy the rights protected by the Federal and State

Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate the RAS policies or rules will be subject to disciplinary measure.

II. Student Contract:

Students enrolling in the RAS Program must agree to follow the rules and procedures established by the RAS administration and staff. Students and their parents/guardians are required to sign a **Student Contract of Understanding and Commitment** when accepted into the program. Failure to sign the form or comply with the policies and rules as outlined in the contract and student handbook will jeopardize the enrollment status of the student. (Refer to a copy of the Student Contract of Understanding and Commitment in the Appendix)

III. Classroom Participation and Behavior:

Effective use of class time is critical to student learning. Teachers prepare lessons for each class and it is the shared responsibility of each student to meet the day's objectives for the class. Students who cooperate with the teacher help the class as well as themselves in the learning process. The primary goal of the school is academic achievement and improvement for all students.

Classroom distractions, disruptions and lack of participation will not be tolerated. Refusal to participate in classroom activities, complete academic assignments or involvement in activities which disrupt the academic environment for others will be dealt with harshly and may result in withdrawal from the RAS Program.

IV. School Rules:

Students remain legally registered in their Home School District and are therefore subject to the policies, rules and regulations as outlined in the student handbooks of their Home School District.

Students are expected to assume the responsibility for their conduct in a manner consistent with the respect for all other people and other people's property. Failure to do so will result in disciplinary action by the Site Coordinator, which could result in the student's removal from a class or the program. In situations that violate criminal laws, students may also have charges filed against them with appropriate law enforcement

officials.

V. Specific school and classroom rules for the RAS are as follows:

Daily Student Check-In:

For the safety and supervision of students, to maintain discipline and order, to provide for the health, safety, and welfare of the students and staff; RAS staff members are authorized to conduct searches of students as they enter the building on a daily basis. The search includes a student's personal effects such as purses, wallets, knapsacks, book bags, personal electronics etc. The search itself must be conducted in a manner that is reasonably related to promoting the overall safety of all students and staff and not excessively intrusive in light of the age and sex of the student. When feasible, the search should be conducted outside the view of others, including students and in the presence of an adult witness.

If a search produces evidence that the student has violated or is violating either the law of the program's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

VI. RAS Building/Classroom Rules:

1. Follow directions-Students are required to follow directions instructed to them by the staff
2. Hands to self. Students are required to keep hands, feet, and objects to themselves at all times.
3. Follow school and classroom routine.
4. Use appropriate communication; students are required to use appropriate tone, volume, topics and language on campus. Failure to meet this requirement may result in a "done day" or suspension from school.

Done Day:

A **Done Day** results in immediate dismissal for the day for violations of the above rules or if student cannot work for the day for various reasons such as sleeping in class, continued disruptions or refusal to work. Student may return to school the next day.

Suspension:

All suspensions are for at least one day. However, students suspended and their parents/guardians are required to meet with RAS staff prior to the student returning to

school. The suspended student will not be allowed to return to school prior to this meeting.

Returning to home school:

In order for a student to be considered to return to his/her home school he/she must follow all the rules and behavior expectations as outlined in the Alternative School Handbook and not be involved in any behavior resulting in a suspension from school within the last 6 weeks of the student's attendance in the Alternative School program. Any additional behavioral requirements set by the home school must also be followed in order for the student to be considered for return to the home school.

VII. TRUANCY REDUCTION PROGRAM:

Students are administratively assigned to TRP due to truancy, behavior and/ or grades. Students must adhere to an individualized TRP success plan and must meet those goals in order to return to a regular schedule or to D.I. classes.

Entrance Criterion: (Any of the following conditions may result in TRP/SSRP intervention)

- Chronic behavior referrals or more suspensions in a quarter
- Multiple office referrals during the semester.
- Failing all classes at the end of the quarter
- Truancy

Interventions:

- Individualized student behavior, attendance and/or academic contracts.
- Administrative meeting with student and parent/guardian
- Contact made to home school to notify them of TRP/SSRP placement
- Meet regularly with Coordinator to discuss and process issues leading to TRP/SSRP placement

Successful:

- Passing all classes with all work caught up
- Up to date on Volunteer/Work Experience Hours
- No behavior that results in a done day or suspension.

Consequences:

- Any student in TRP/SSRP for more than 30 days will be required to attend a conference with the RAS Coordinator and his/her parents/guardian. The purpose of this meeting will be to evaluate the student's lack of progress and develop a new plan to ensure future success in the program. In addition, the student's home school to notified regarding the student's lack of success in TRP/SSRP.
- Any student in TRP/SSRP at the end of the semester will be dropped from the RAS program.

VIII. The following offenses will result in the immediate notification of law enforcement officials:

- Chronic use, possession or being under the influence of alcoholic beverages, drugs or carrying drug paraphernalia on school property.
- Possessing or using knives, firearms or weapons of any nature on school property.
- Misusing of school fire alarms or tampering with fire extinguishers.
- Physically threatening others.
- Leaving school grounds without administrative approval.

IX. Dress Code: The primary purpose of the program is education. Students in their manner of dress and grooming must be considerate of their fellow students so as not to distract them or be disruptive to the school program. Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment at all times.

As a clarification of the above guidelines, the following are considered unacceptable:

- Spiked apparel, spiked accessories, animal collars, chains, or wallet chains that can be used as a weapon.
- Head coverings of any kind. Examples include hats, caps, bandannas, sweatbands, etc.
- Sunglasses unless prescribed by a doctor or approved by the administration.
- Clothing with suggestive language and/or advertising, displaying or depicting alcoholic beverages, drugs, violent behavior, gang symbols, tobacco products and sex.
- Clothing made of see-through fabric.
- Clothing that exposes the chest, abdomen and/or undergarments. Examples include but not limited to revealing tops or blouses, spaghetti straps, tube tops, halter

tops, tank tops, sleeveless T-shirts or undershirts, bare midriffs, clothing with holes, sagging, or any other clothing that is offensive due to it being revealing. Tops, which are not tucked in, must be long enough to cover the midsection when the student is in a sitting or standing posture. Pants should be worn at waist without undergarments visible.

- Wallet chains.
- Coats or jackets (unless permission is granted by administrator).
- Shoes and/or sandals are appropriate footwear except where classroom safety is a concern.
- Spandex shorts unless worn under acceptable shorts.
- The length of shorts or skirts must be appropriate for the school environment.
- Sleeveless shirts are not permitted.

If there is any doubt about dress and appearance, the building administration will make the final decision.

Sexual Harassment Policy

I. WHEN THE OFFENDER IS AN ADULT:

Definition: Sexual harassment is any sexual behavior or inappropriate sexual comments from an adult towards a student. If you believe that you have been the victim of sexual harassment by an adult or if you have questions or concerns about this issue, seek the help of another adult whom you trust, such as a teacher, counselor, your parent or guardian, or one of the building administrators. As soon as the Director is advised of your concern, an investigation will be immediately conducted. If it is determined that an adult has sexually harassed a student, serious disciplinary action towards the adult may occur.

II. WHEN THE OFFENDER IS A STUDENT: Definition: Sexual harassment is unwanted sexual attention (verbal or physical) from anyone with whom the student may interact in the course of receiving an education in school or at school sponsored activities. If you believe that you have been the victim of sexual harassment by another student or if you have any questions about this issue, seek the help of an adult whom you trust, such as a teacher, counselor, your parent/guardian, or one of the building administrators. As soon as the Director is advised of your concern, an investigation will be immediately conducted.

If it is determined that a student has sexually harassed another student, the possible consequence to the offending student may include the following:

- *Parent Conference
- *Apology to the victim
- *Suspension/Expulsion
- *Referral to the police for investigation

Reprisals, threats or intimidation of the victim will be treated as serious offenses that could result in an external suspension or expulsion. In all cases, the school and school authorities to protect both the student and the victim will maintain a high degree of confidentiality.

Discipline Code & Procedures

RAS expects all students to conduct themselves in a socially responsible manner. Disciplinary measures are used to maintain a safe and orderly school environment where all students have the opportunity to improve their academic skills. Students guilty of gross disobedience or misconduct or continue actions that disrupt the learning environment for other students may receive an external suspension up to ten days or removed from the program.

I. Student Discipline

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b)

about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.

e. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or

other comparable conduct.

11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription. [2]
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

No disciplinary action shall be taken against any student that is based totally or in part

on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

II. Disciplinary Measures:

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
7. Notifying parents/guardians.
8. Temporary removal from the classroom.

III. Corporal Punishment:

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

(1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

IV. Gang & Gang Activity:

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

V. Search and Seizure:

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well

as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students
School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

VI. Preventing Bullying, Intimidation, Teen Dating Violence & Harassment:

Bullying, intimidation, teen dating violence and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, teen dating violence and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence.

A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager, Nondiscrimination Coordinator or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager, Nondiscrimination Coordinator or any staff member. The school will not punish anyone because he or she made a complaint or report, supplied information, or

otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, teen dating violence or harassment, and will take disciplinary action against any student who participates in such conduct. Please contact your Building Coordinator immediately if any incident of concern has occurred.

VII. The following is not a comprehensive list, but are acts considered as examples of "gross disobedience or misconduct":

- Fighting
- Assault on a student or any school employee (Assault is interpreted as an attempt to do bodily harm to a student or to any staff member)
- Arson
- Creating a false fire alarm
- Use of profane, vulgar or obscene words, gestures or other actions which disrupts the school environment
- Insubordination (Refusal to follow orders, directions or stated school rules)
- Participation in acts designed to disrupt classroom or school activities
- Repeated failure to follow stated school rules and procedures
- Under the influence of and/or possession of alcohol or drugs, including "look-alike" drugs
- Destruction of property
- Theft
- Involvement in gang activity, including the wearing of gang clothing and displaying of gang signs
- Possession of weapons
- Acts that obstruct or interrupt the instructional process in the classroom
- Any acts that endanger the safety of the other students, teachers or any school employee
- Repeated refusal to participate in classroom activities or complete academic assignments

VIII. Each discipline case will carry its own merit and will be adjudicated according to the facts accompanying the case. The following options may take place:

- Warnings and advisement to assist the student to discontinue the undesirable behavior.

- Student placed on a behavior management plan that outlines consequences for his/her behavior.
- A student may be externally suspended or removed from the program for extreme behavior (even if the first offense), or if the student presents a danger to himself/herself or others, or demonstrates unwillingness or inability to abide by school rules after the above consequences have been tried. The term of each suspension is at the discretion of the administration.

IX. Procedural "Due Process" will be afforded to all students subject to discipline and shall include the following procedures:

- The opportunity to respond to the charges in front of a qualified teacher or administrator of the school.
- Notification of all evidence.
- Right to a formal hearing with the Director of the Program.
- Right to know the outcome of the hearing within five school days.

X. When a student is externally suspended or dismissed from the program, the following procedures will be followed:

- In non-emergency situations, immediately prior to the suspension, the school administrator will advise the student of the charges and explain the evidence supporting those charges. The student will be provided the opportunity to tell his/her side of the story. This will be followed by a letter to the parents as soon as possible.
- The parent/guardian will be immediately notified by phone that the student is being suspended and requested to come to school to take the student home.
- In emergencies, if the conduct of the student is severely disruptive, the student may be immediately removed from the building by the police if necessary and formal charges may follow.
- The parent/guardian and the student will be presented the reasons for the suspension and be given a conference date as soon as possible. The conference may occur on the same day as the suspension, but there must be a conference date and the right to request a formal hearing of appeal with a hearing officer, usually the Program Director.
- A written request for a formal hearing of appeal must be submitted to the Director within five school days following the initial suspension. A formal hearing with a hearing officer, usually the Director of the program, will be scheduled within five school days after receiving the written request. The parent/guardian

will receive a written decision from the hearing officer within five days school days following the formal hearing.

- Copies of any written correspondence or information concerning suspensions will be forwarded to the student's Home School District.

Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures

_____	_____
_____	_____
_____	_____
_____	_____

Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district

official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families:

Truancy/Outreach/Homeless Specialists:

Ruth McCartney (rmccartney@rasblm.org)

Jim Drengwitz (jdrengwitz@rasblm.org)

(815)844-2512/(309)828-5807

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the

responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

STAFF CALENDAR 2017/2018 SCHOOL YEAR

<http://rasblm.org/wp-content/uploads/2017/08/STAFF-CALENDAR-2017-18.pdf>