

Alternative Center for Educational Programs
Student/Parent Handbook



2023-24

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Program Description and Mission Statement

The Alternative Center for Educational Programs is an alternative educational program administered through the Regional Office of Education No. 40. The program was developed for students who are at risk of failure, often because of behavior considered disruptive to the regular educational process.

Students who will benefit from the educational structure and environment of the ACE Programs may exhibit some, but not necessarily all, of the following characteristics or events:

- “At-risk” status due to social factors which may affect the student’s ability to attain academic success, such as frequent mobility, low self-esteem, and various family situations
- Not qualified for special educational services but would benefit from an alternative form of educational structure which provides an individualized and remedial approach
- Students unable to complete courses in a timely manner will be able to meet course requirements using the credit recovery program.
- History of (or current) incompatibility with traditional day school that may be indicated through truancy, minor discipline problems, and academic failure
- Suspended at least twice for a period of 4 – 10 days for gross misconduct
- Arrested by law enforcement and/or remanded to juvenile or criminal courts for acts related to school activities
- Eligible for disciplinary reassignment pursuant to violation of a school district’s “zero tolerance” policies
- Involved in misconduct that can be demonstrated as serious, repetitive, and/or cumulative
- Returned from a juvenile correction facility

It is the goal of the ACE Programs to do what is best for the individual student in cooperation with the student’s Home School. The Site Coordinator will work with the Home School personnel when a student’s success in the ACE Programs may be questionable.

Students enrolled in the Alternative Education School shall remain students of the referring school district but are considered ineligible for regular school activities, with a few minor exceptions on a case-by-case basis. Enrollment in the ACE Programs is by mutual agreement of the referring school, parent/guardian, student, and ACE Programs staff.

The program’s curriculum takes a two-pronged approach. The first prong consists of therapeutic interventions – often curricular in nature – that train the student to develop appropriate behaviors. The second prong of the program seeks to increase the student’s academic performance. Interventions and objectives for achieving the program’s outcomes have been developed and are utilized to write an Alternative Education Plan (AEP) for each student. The school team will review the student’s records and results of any psychological or educational assessments (including interviews with the referring school district’s personnel and outside agencies which may be involved in the student’s case). From the information received, an academic and behavioral plan is developed for the student (AEP).

Student services coordinators and guidance personnel are available to help students with academic and/or personal problems.

Credits are generated during a student’s enrollment and are assigned by the referring school district staff according to their specific grading scales. Percentages are calculated and sent to parents and referring schools by the ACE Programs; letter grades are provided based on a 10-point grading scale as guidance.

Mission Statement. The ACE Programs team is committed to our mission to motivate, assist, challenge, and empower each student to attain success in school and to prepare him/her for future success by providing a positive and safe environment wherein all teachers are able to teach and all students are able to learn.

Student Bill of Rights

As a part of the intake process, you will be informed of the following:

- Curriculum
- Daily Schedule
- Number of students currently enrolled in the program as well as potential future enrollment
- Available services and programming
- Disciplinary Policies
- Any extracurriculars provided by the school

The intake process also includes the development of an “Alternative Education Plan”. The plan will be developed with input from the home school, alternative school, student and parent/guardian.

The plan shall include the following:

- The duration of student enrollment, including eligibility for return to their home school district. The date of which may be extended upon written agreement between the school, ROE and student/parent/guardian.
- Specific academic and behavioral components, including goals for the upcoming school year.
- Methods and timeframes for reviewing student progress and transitioning back to the home district.

Registration Procedures

All students are required to register at their Home Schools, as they remain legal students of their Home Schools.

The process for enrollment in the ROE #40 ACE Programs Alternative School (grades 6 – 12) is as follows:

- A meeting will be held between the student and the Home School Counselor and/or Administrator to discuss the options available to the student and the benefits of the ACE Programs
- The counselor or administrator will submit the Referral Form with the student’s transcripts and other information pertinent to academics, behavior, and attendance
- The Referral Form is approved by the Home School district’s administration and is sent, faxed, or emailed to tchapman@roe40.com, Administrative Assistant, or to dmuffler@roe40.com, Alternative Education Director. It can be faxed to 217-854-9342, or sent via USPS to:

ROE #40 ACE Programs
506 North High Street
Carlinville, IL 62626

- The Referral Form will be completed and signed by the student and parent/guardian
- The ACE Programs building principal will review the application and, if it is determined that the student is an appropriate candidate for the program, then a conference will be scheduled with the student and his/her parent/guardian
- Upon acceptance to ACE Programs, the Home School personnel lists ACE Programs as the serving school on the Student Information System (SIS)

Emergency Procedures. Parents/guardians of all students are required to fill out an emergency card. In emergency situations, school personnel will call the numbers listed on the card.

- It is essential that parents update these cards if the student’s address, phone number, or emergency contact information changes
- The person listed as an emergency contact must be someone who would be able to pick up the student from school if the parent/guardian is unavailable

Visitors

If you plan on picking up your student for any reason, including an emergency, please plan on calling ahead. All visitors must adhere to ISBE/IDPH guidelines upon entrance into the building. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Lunch

Lunch is eaten at the school. Students can bring their own sack lunches each day. A refrigerator and microwave are available for students' use. Students are allowed to bring two unopened 20 ounce or less drinks to school for lunch or classroom consumption. Students will be permitted to bring their own all plastic water bottle to be filled at our water station. Drinks should be colorless and odorless when entering the building. Any drinks suspected of containing a foreign substance could lead to disciplinary action. **Energy/power drinks are not allowed.**

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses 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.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

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 principal at 217-854-9542 (Carlinville) or 217-374-2411 (White Hall).

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.

Care of Students with Diabetes

If your 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 building 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 principal.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Emergency School Closings

The closing of school for any reason is at the discretion of the Regional Superintendent. School closing notifications will be broadcast after 6:00 a.m. on Channels 2, 4, 5, and 20. The school will be listed as "**ROE #40 ACE – Macoupin**" (Carlinville) or "**ROE #40 ACE – Greene**" (White Hall).

ACE – Macoupin will follow Carlinville CUSD #1's emergency school closings. ACE – Greene will follow North Greene CUSD #3's emergency school closings. This is only applicable for weather-related emergency closings, in which dangerous road conditions are a concern. In cases where a student's home school is closed due to school maintenance, holidays, or other scheduled days of non-attendance not otherwise observed by ACE, **the student is required to be in attendance at ACE** if ACE is in session (refer to ACE calendar).

For your student's safety, make certain that he/she knows ahead of time where to go in case of an early dismissal.

State-Mandated Attendance

Illinois law requires that whoever has custody or control of any child between 6 and 17 years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home/online school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any

child lawfully and necessarily employed, any child absent because of religious observance or instruction, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, or while in confirmation classes. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Excused and Unexcused Absences

There are two types of absences: excused and unexcused. Excused absences include illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS, or other reason as approved by the principal or granted under Illinois School Code. Pre-arranged absences must be pre-approved by the principal to be considered excused; a college preview day is an example of an occasion that would meet this standard, provided that the student returns with a dated note from the college admissions office.

Five excused absences will be granted per semester for parental discretion days. For example, these days would be used for situations when a student is ill but not necessarily in need of a doctor's appointment. Communication from the parent/guardian is required for the absences to be excused. After the five days have been used, written documentation must be submitted for absences to be excused.

Five excused absences will be granted per semester for mental or behavioral health reasons. Communication from the parent/guardian is required for the absences to be excused. After the five days have been used, written documentation must be submitted for absences to be excused.

Additionally, a student will be excused for up to five days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

Pre-arranged excused absences must be approved by the building principal. All other absences without documentation or prior approval are considered unexcused.

Attendance Procedures

Daily Schedule. For the 2023-2024 school year, ACE programs will follow our traditional schedule from 8:10 a.m.-2:10 p.m.

In the event of any absence, the student's parent or guardian is required to call the school at 217-854-9542 (Carlinville) or 217-374-2411 (White Hall) before 8:30 a.m. to explain the reason for the absence. If the student rides transportation provided by the County or District, then a second phone call must be called before pickup time to the bus garage or bus driver.

Tardiness, Arrivals, and Dismissals. Students are expected to be punctual and respectful of other people’s time. Tardiness not only impacts the student’s day, but it also disrupts the class and infringes upon the rights of others. Habitual tardiness will not be tolerated. If frequent tardiness occurs, school authorities will contact the parent/guardian, and measures to remedy the situation will be explored, including the student’s dismissal from the program. Any tardy or absence defined as excused must be accompanied by a doctor’s note or written documentation from a court official.

- Students will serve any time missed due to tardy at the end of the school day.
- Students with tardies in excess of 10 per semester will be eligible for a Saturday detention.
- Students may not leave school without administrative approval for any reason during class hours. A request to be dismissed early (before 2:10 p.m.) must be confirmed with a telephone call to the parent/guardian indicating the time and reason.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5 percent (9 days) or more of school without an approved excuse may have their cases forwarded to the State’s Attorney’s office for legal proceedings.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1,500.00.

Truancy notification procedures are as follows:

- 5th absence: A letter is sent to the parent/guardian; a copy is sent to the student’s Home School.
- 10th absence: A letter is sent to the parent/guardian; a copy is sent to the student’s Home School.
- 15th absence: A letter of notification is sent to the parent/guardian; copies are sent to the student’s Home School and possibly referred to the State’s Attorney’s office and/or to the Truancy Review Board (in cases of 9 or more unexcused absences).
- Students exceeding 20 unexcused absences in any given school year may be dismissed from the program.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education’s Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

“Chronic absence” means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student’s attendance problems.³

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.⁴

Grading and Promotion

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

- Attendance
- Academic performance
- Behavior and attitude
- Personal development

The completed plan will be utilized throughout the academic year to assess the individual progress of the student. The Regional Superintendent, Building Principal, Counselor, or Lead Teacher will review the plan at the beginning of each semester and will make appropriate revisions as needed to accommodate the needs of the student.

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

Progress reports will be distributed to both the student and to the parent/guardian whenever the instructor deems it appropriate. Progress reports will be used anytime during the school term to communicate to the student and parents any concerns with the academic progress of the student.

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.

Parental Involvement

Communication between home and school helps to bind the student, parent/guardian, teachers, and administrators into a team working toward the common goal of seeing the student succeed. Conferences allow the people most directly involved with the student to become actively involved in the education process. The School has annual meetings for all parents/guardians in the fall of each school year. Parents/guardians are encouraged to become actively involved in their child's educational program by attending conferences when scheduled by the teachers or administrators. The staff and administration will keep flexibility as a top priority when scheduling meetings to accommodate the busy schedules of the student's parent/guardian.

Parents/guardians are encouraged to attend the meetings and participate in the discussions that occur. Parents/guardians should use the meetings as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available to be fully involved in the educational process.

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.

In order to better assist in educating the students, we need the help of all parents/guardians. We ask that you help us in educating your student by monitoring attendance and by participating in decisions relating to the education of your student and positive use of extracurricular time.

Parents/guardians of participating children have a right to appeal the contents of this policy. 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/guardians and schools on various websites which may be useful or interesting to parents/guardians 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.

Parents/guardians are encouraged to contact the school to schedule a conference whenever there is a question or concern.

Online Curriculum

Given the financial constraints, minimal staff and curricular demands faced by ACE, students may be enrolled in classes via an online curriculum in order to meet grade requirements. Students will be required to maintain steady progress in these courses not only to earn privileges but also to put themselves in the best position for grade promotion or graduation. As

such, online progress will be monitored. Students who fail to reach progress benchmarks may face consequences including but not limited to the loss of headphones, Fun Friday privileges and other reward/incentive based programs. In any given semester, students will only be permitted to carry a course for an additional 3 weeks into the following semester before being assigned a failing grade in said course. Any students referred mid-semester or mid-quarter may have their time pro-rated as deemed appropriate by ACE staff. Students who regularly fail or do not complete online coursework may be asked to return to their home district as the online curriculum is a fundamental and necessary component of the ACE program. Credit earning via the online curriculum could be limited by the home district.

High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

- Completing all State mandated graduation requirements listed
- Completing all District graduation requirements that are in addition to State graduation requirements.
- Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
- Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American. Within the two years of social studies requirement, one semester of civics is required.
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).
7. One semester of health education.
8. Physical education classes. ³
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
10. Nine weeks of consumer education.
11. For students first entering high school in the 2023-24 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement. As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

- (1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
- (2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Promotion and Graduation. Students are able to stay on track academically while at the ACE Programs while continuing to work toward obtaining credits toward graduation. **Students DO NOT graduate from ACE Programs.** Students are placed back to their sending school (Home School) when they have made progress academically, socially, and emotionally. After a student has met all requirements set by his/her home school for graduation, a high school diploma will be issued by the student's Home School District.

Testing and Assessment. The student testing and assessment program will adhere to the appropriate guidelines as established by the State of Illinois. Students attending the ACE program may take the TABE test to gauge math and reading skills. This will be done upon entering (to obtain baseline data) and at the end of the program to gauge student growth and progress in each of these areas. **Home School districts will be required to administer all standardized and any other state mandated tests.**

Transportation

Transportation to the ACE Programs site is the responsibility of the individual student and his/her family or the sending school district when it can be arranged. Parents/guardians of students in Macoupin County may also inquire about public transportation buses at 877-600-0707. Students in Calhoun, Greene or Jersey Counties may inquire about transportation through Tri County Rural Transit at 1-844-874-7433 or 618-498-6003. Students may drive their own vehicles and park in the designated lot during school hours. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicle. Students park their vehicles on or near the school lot at their own risk. Students have no reasonable expectation of privacy regarding cars parked at the school. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of driving privileges.

Immunizations and Examinations

State-Mandated Immunizations. ACE Programs 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's enrollment in the ACE Programs.

Illness at School. If a student shows symptoms of illness – such as a fever, nausea, diarrhea, sore throat, or rash – then the student should not come to school. Students should not attend school until symptoms have subsided for 24 hours including fever or vomiting. Further, any student displaying these symptoms, particularly a fever in excess of 100.4 degrees will be sent home for the day until symptoms dissipate in accordance with CDC/IDPH guidelines. This will help to reduce the spread of infections at school. ACE – Programs do not employ a school nurse.

If a student shows symptoms (such as those listed above) while at school, the student will be excluded from the program. The following procedures will be implemented:

1. The student will be asked to report to the main office.
2. Parent/guardian will be notified to make arrangements to have the student picked up from school. If the parent/guardian cannot be reached, then the person designated on the emergency card will be called.

Student Medication

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription 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 non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Guidelines for Medication Administration during School Hours. The purpose of administering medications in school is to help each child maintain an optimal state of health that may enhance his/her educational plan. Only those medications, which are necessary to maintain the child's well-being in school, shall be administered during school hours. We prefer that the parent/guardian come to the school to give the medication at the appropriate time or that the student be allowed to self-administer when possible or as required by law (asthma, anaphylaxis). Parents are required to fill out the "Administration of Medication Permission Form" available from the school. The guidelines are as follows:

1. Over-the-counter medications shall be brought in with the manufacturer's original label or in an appropriately labeled container and left with an administrator or school employee.

2. Prescription medication given at school must be prescribed by a licensed prescriber (physician). Medications must be brought to school in the original package providing the following information:

- | | |
|---------------------|-------------------------------------------------|
| ● Student's name | ● Prescription number |
| ● Medication/dosage | ● Administration frequency and other directions |
| ● Date & refill | ● Pharmacy name and phone number |
| ● Physician's name | ● Name or initials of pharmacist |

3. A written request shall be obtained from the parent/guardian requesting that the medications be given during school hours *with directions* from the parent/guardian or physician on the dosage, how medication is to be administered, and what time(s) the medication is to be given. The request must include parent/guardian's name, phone number in case of emergency, and side effects or reactions from the medication. It is the parent/guardian's responsibility to ensure that the written request and the medication are brought to the school.

4. At the end of the treatment regimen, the parent/guardian will be responsible for removing from the school any unused medication. The Regional Superintendent and a witness will dispose of and document the abandoned medication if the medication is not picked up by the end of the year.

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

Guidance and Counseling

The ACE Programs provides a guidance and counseling program and Life Skills training for students. The school counselor is available to those students who require additional assistance.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the Regional Superintendent. Students are required to be silent and shall comply with the directives of school officials during emergency drills. A warning to the students will not precede drills.

Communicable Diseases

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

1. Parents/guardians 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/guardian.

3. The school will provide written instructions to the parent/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/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.

Head Lice

The school will observe the following recommendations of the Illinois Department of Public Health regarding head lice:

1. Parents/guardians are required to notify the school if they suspect that their student has head lice.
2. Infested students will be sent home following notification of the parent/guardian.
3. The school will provide written instructions to parent/guardian regarding appropriate treatment.
4. Infested students are prohibited from attending school.

Personal Electronic Devices

Possession of personal electronic devices during regular school hours is not allowed. The term "electronic devices" includes but is not limited to the following: cellular phones, video recording devices, and handheld video games. **All cell phones and other electronic devices will be turned in to ACE Programs personnel at the beginning of each school day.** Electronic devices will be secured during the regular school day and returned to the student upon dismissal.

Field Trips

Field trips are a privilege for students. Students must abide by all ACE Programs policies during transportation and field-trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

Students who wish to attend field trips must receive written permission from a parent/guardian. In addition to having 70 or more behavior points in a semester, students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher/administration
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Other reasons as determined by the school

School Dress Code/Student Appearance

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 disruption in the school environment. **STUDENTS NOT ADHERING TO THE FOLLOWING DRESS REQUIREMENTS WILL NOT BE ALLOWED TO PARTICIPATE IN CLASSES AND WILL BE ISOLATED FROM OTHER STUDENTS UNTIL PARENTS ARE NOTIFIED, OR THE STUDENT CHANGES CLOTHES WILLINGLY.** Parents will be notified, and possible disciplinary procedures will be enforced if refusals continue. The following is the ACE Programs dress code:

Hair and Fingernails. Hair and fingernails must be clean, presentable, and well groomed. Hair may not be worn to cover the face or eyes. **Hair must be a natural color – no brightly colored or dyed hair that presents a distraction.** Non-prescribed headgear – such as bandanas, caps, hats, or do-rags – may not be worn inside the building. No face painting.

Clothing. All clothing must be sized appropriately to avoid concealment of contraband and display of body parts/undergarments. Gym shorts may not be worn underneath school clothing. Students may bring clothes to change into for physical education.

Shirts. Shirts must not contain cursing, drug, alcohol, gang-related or any other offensive language or content on the clothing. Shirts must cover the students from their necks to their pants as well as their side profile. No bare midriffs. Staff reserves discretion on what is appropriate or not appropriate at school.

Pants. Shorts must extend beyond the fingernails when arms are placed on the student's sides. No holes are permitted above the knees. Staff reserves discretion on what is appropriate or not appropriate at school.

Footwear. Appropriate footwear is required. Athletic footwear and socks are required for physical education. Boots, any other hard shelled shoes, flip-flops, jelly-shoes, and slippers are not allowed.

Accessories. Dog collars, spikes, chains, necklaces, sunglasses, watches, and rings are not allowed. With the exception of stud earrings, no visible, accessible, or exposed piercings are allowed. All tattoos must be covered.

Masks- students may be required to wear masks if directed by CDC, IDPH, ISBE or local health departments. Should ROE #40 be directed to do so by any of these agencies, we'll return to mask wearing. Students refusing to comply with mask wearing in these circumstances will be removed from the program.

Student Discipline

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - 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. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or

other substance that is prohibited by this policy; 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, controlled substance or other substance that is prohibited by this policy.

- 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.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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.

1. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. 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, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other 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); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in 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 using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. 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.
18. 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.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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.

When and Where Conduct Rules Apply

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; or
5. During periods of remote learning.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily

due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

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.

Weapons Prohibition

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 but not more than 2 calendar years:

- (1) A firearm, meaning 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.

Gang & Gang Activity Prohibited

"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 non-verbal 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.

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 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 ACE Programs policies or rules will be subject to disciplinary measures.**

Behavior Action Plan

Behavior Action Plan. ACE Programs administers discipline according to the Behavior Action Plan. Each behavior carries a point value. Below is a list of unacceptable behaviors and their point-based consequences. *Further action may be taken on a case-by-case basis as needed.*

Each behavior carries a point value. Once a student reaches **40 points** during the semester, he/she will serve one day in In-School Suspension (ISS).

Points may be deducted from the student's total accumulation of discipline points when the students display a willingness to respect all of the rules and earn no points for five days (point values cannot be negative). Students will also be able deduct points with other activities as assigned by staff. This includes, but is not limited to: cleaning of the building, community service, etc.

Points	Behavior
5	Tardiness – <i>Tardy by 30 minutes or more constitutes a half-day unexcused absence</i>
5	Dress code violation
10	Defiance of authority (toward any staff member or volunteer)
10	Obscene/profane language or gestures
15	Disruptive behavior (excessive talking, throwing things, horseplay, pushing, refusal to do work, or not on task)
15	Misuse of Technology/Misuse of Internet (only used for school related purposes)
15	Sleeping in Class (After verbal warning by staff member and student still unresponsive/not remedied situation)
TBD on a case-by-case basis but may result in ISS, OSS, or dismissal from ACE	Bullying and harassment
	Bus infraction (disrupting driver, throwing objects, not staying in seat, or getting off at wrong stop intentionally)
	Possession of Tobacco/Use of Tobacco
	Vandalism (defacing/destroying property)
	Misuse of Vehicle (if student drives own vehicle)
	Fighting or Promoting Fighting
	Possession, use, or delivery of chemical substances (includes legal and illegal drugs, paraphernalia, and alcohol)
Possession of a weapon	
Call to local Police Department	Leaving campus without permission

It is required that behavior concerns, interventions, responses, phone calls, and referrals be documented.

In the case of law enforcement referral, parents/guardians will be required to pick students up.

In the case of multiple write-ups, or refusal to work at school, the parents/guardians will be called to pick that student up, and a suspension – whether in-school, or out-of-school – may accompany that student in subsequent days.

The chart below is a list of consequences tied to semester cumulative points. As noted above and below, ROE #40 ACE reserves the right to dismiss students due to any violation of the rules and policies outlined within this document.

Semester Cumulative Points	Consequence
40	Phone call home to notify parents/guardians. One day In School Suspension.
70	Minimum 2 day Out of School Suspension. Ineligible for semester field trip. Phone call home. Student meeting with staff and/or program director.
110	Minimum 3 day Out of School Suspension. Contact with home school district about disciplinary concerns. Meeting with student and parent/guardian. Student does not return to school until meeting with parent/guardian has occurred.
150+	Any student exceeding 150 points in a semester will be eligible for a student behavioral remediation contract which will be established on an individual basis. Failure to comply with the contract may result in dismissal from the program.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

PBIS

Each of the ACE Safe School locations has the Positive Behavior Interventions and Supports (PBIS) system in place to reward students daily, weekly, monthly, and even quarterly for positive behavior to help reinforce and reward positive behavior within our schools. PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success.

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.

Prevention of and Response to Bullying, Intimidation, and Harassment¹

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, 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.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

¹ Public Act 100-137 requires that the district's entire policy on "Prevention of and Response to Bullying, Intimidation, and Harassment" (PRESS 7:180) must be placed in the student handbook. This can be done by: (1) replacing this procedure with the policy of your district, or (2) listing the district policy as an attachment to the student handbook. This procedure is compliant with PRESS 7:180 but does not reiterate those sections of PRESS 7:180 that are not directly relevant to students.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinator and Complaint Manager #1:

Dirk Muffler

Name

225 E. Nicholas St, Carlinville, IL 62626

Address

217-854-7733

Phone Number

dmuffler@roe40.com

Email Address

Complaint Managers:²

Amber Nash

Name

250 E. Sherman St., White Hall, IL 62092

Address

217-374-2411

Phone Number

anash@roe40.com

Email Address

² One complaint manager should be male and one complaint manager should be female.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.³

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Sexual Harassment & Teen Dating Violence

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

1. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

³ References are to the Illinois Association of School Board's PRESS service. We also suggest providing a link to the district policies that are referenced.

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Internet Use

All use of electronic network use must be consistent with the ACE Program'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 Principal 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/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 rules 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 ACE Programs and ROE #40 make no warranties of any kind, whether expressed or implied, for the service provided. The school 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 School and District specifically deny any responsibility for the accuracy or quality of information obtained through Internet services.

Indemnification. The user agrees to indemnify the ACE Programs and ROE #40 for any losses, costs, or damages, including reasonable attorney fees, incurred by the School or District relating to, or arising out of, any violation of these procedures.

Security. Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify an instructor or the Regional Superintendent. Students should not demonstrate the problem to other users. Users must also observe the following directives:

- Keep account names and passwords 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.

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.

Search and Seizure 4

Staff members will also use a metal detecting wand each morning to check each student and his/her belongings for contraband. The safety of all students and staff members at the ACE Programs is top priority of the Regional Superintendent and all staff members. Any violation of public law regarding drugs, alcohol, weapons, or violence will be reported to the proper authorities. School staff members, in addition to personnel ordered by public law, will enforce severe consequences for violations.

If the metal detector is activated, then the student will remove metal items and be rescanned. If an item cannot be removed, the operator shall visually check the person's explanation of the article causing activation (e.g. jewelry, belt buckle) or may lightly touch the article causing the activation.

Students who refuse the metal detector search will not be permitted to remain in the building.

The search itself must be conducted in a manner that is reasonably related to its objectives and is not excessively intrusive in light of the age/sex of the student and the nature of the infraction.

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.

⁴ This handbook procedure contains both required language and optional language that represents best educational practice. Consult your school district policy manual to assure consistency and alignment with district policy.

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.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

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.

Education and Discipline of Students with Disabilities

Education. It is the intent of ACE Programs 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 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 which it is determined that special education services are needed.

A copy of the publication *Explanation of Procedural Safeguards Available to Parents of Students with Disabilities* may be obtained from the ROE #40 office.

Discipline. 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.

Exemption from Physical Education Requirement

A student in grade 6 – 12 who is eligible for special education may be excused from physical education courses if:

1. The student’s parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services; or
2. The student’s individualized education plan (IEP) team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the IEP. A student requiring adapted physical education will receive that service in accordance with the student’s IEP.

Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or student.

Student Privacy Protections

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:

- Political affiliations or beliefs of the student or the student’s parent/guardian
- Mental or psychological problems of the student or the student’s family
- Sexual behaviors or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of other individuals with whom students have close family relationships
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers
- Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian
- 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.

Instructional Material. A student’s parent/guardian may inspect, upon their request, any instructional material used as part of their child’s educational curriculum within a reasonable time of their request.

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 (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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 10 business 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. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. 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 have one or more scores received on college entrance examinations included on the student's academic transcript.¹**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student 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 included.

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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); 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 or contractual obligation with the district. 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
 - 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 student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. 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:

U.S. Department of Education
 Student Privacy Policy Office
 400 Maryland Avenue, SW
 Washington DC 20202-8520

Homeless Children'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/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.

Sex Education

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent/guardian submits a written objection. The parent/guardian's decision will not be the reason for any student discipline. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

English Language Learners (ELLs)

The School offers opportunities for English Language Learners to develop high levels of academic achievement and to meet the same academic content and student academic achievement standards that all students are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their student's placement in, and information about, the District's ELL programs.

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.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student

- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

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 unless it is to attend a conference at the school with school personnel to discuss the progress of their student. Conferences with convicted sex offenders will be schedule during a time when students – other than the student being discussed – are not in attendance.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Regional Superintendent. A violation of this law is a Class 4 felony.

Anytime that a convicted child sex offender is present on school property, he/she is responsible for notifying the Regional Superintendent 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.

Sex Offender and 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/>

Policies Related to School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.