

*Regional Safe School  
Program*

STUDENT / PARENT  
HANDBOOK

2018 - 2019

**[www.roealt34.net](http://www.roealt34.net)**

**REGIONAL SAFE SCHOOL PROGRAM  
of Lake County**

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**Program Hours**

Office: 7:50 am - 3:50 pm  
Staff: 8:00 am - 3:30 pm  
Students: 8:30 am - 2:30 pm

**a Regional Safe School Program  
provided by the  
Lake County Regional Office of Education**

**Students who attend the Regional Safe School Program remain a student of their Home School District. Each student and parent should always refer to the Student/Parent Handbook of the Home district, as each district's handbook will vary. During the entire period of enrollment the Board policy of the Home School District shall remain in effect.**

**Each district provides access to a copy of the handbook and one can be obtained through the Regional Safe School Program upon request.**

**The Regional Safe School Program Handbook is developed for both student and parent to understand the program structure and procedure in which the program operates, however, the Home School District Handbook should always be viewed as the legal notification.**

# **PROGRAM PHILOSOPHY**

We believe.....

...all students have the right to an education in a safe environment.

...all students have the ability to make their own choices which result in positive citizenship.

...all students are responsible for their choices.

...all students have the responsibility to communicate with respect.

...all students are capable of change. Our past does not have to be our present or our future.

...all students can succeed.

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## ACADEMIC STANDARDS

The student's academic program will be developed to best match the student's current course of study. All grades of 70% or higher will be transferred from the Regional Safe School Program to the home school for placement of grades and credits on the student's official transcript.

A variety of instructional methods and learner activities will be used to meet the student's needs in a positive and success-oriented learning environment. The approach is designed to enhance the student's problem-solving skills with the practical application of knowledge. The student is taught the connection between learning and appropriate social skills related to everyday life at school, at home, and in the community.

The *Credit Completion* component of the Regional Safe School Program allows the high school student to contract for coursework which will eliminate a credit deficiency. All work is done through an independent study format with direct teacher assistance. The student is able to successfully complete a course of study and earn credit, and/or a student may be able to complete a new course of study and earn credit. Although the *Credit Completion* component will eliminate some academic credit deficiencies, it will not guarantee completion of all deficiencies.

The Regional Safe School staff will present the skills and provide the practice opportunities for the student to become a successful student, a successful employee, and a successful community member.

### Academics:

- to develop reading and language arts skills that support personal and vocational adult needs.
- to develop basic number and problem-solving skills that support personal and vocational adult needs.
- to develop critical thinking skills.
- to demonstrate personal academic success and achievement.

### Grading Scale:

- A 90 – 100
- B 80 – 89
- C 70 – 79
- F 69 – 0
- I Incomplete

### Procedure – Academic Integrity:

The purpose of the Regional Safe School Program academic integrity policy is to encourage self-confidence and self-reliance as students pursue academic excellence. Resorting to cheating and plagiarism erodes the ability of students to strive for excellence. Cheating deprives students of the opportunity to learn. Plagiarism hinders students' efforts to develop their own creative thoughts and ideas. The reliance on cheating and plagiarism destroys the opportunity for students to develop their own strong characters.

What is a violation of Academic Integrity?

Cheating includes but is not limited to:

- Using cheat sheets or study aides during testing situations or in preparation for an exam.
- Looking at another student's paper during testing situations.
- Allowing another student to copy from a test, quiz, assignment, or homework.
- Attempting to seek or give help during a graded assignment or test.
- Possession and/or distribution of test or quiz materials prior to or during the test or quiz.
- Submission of work that is not the student's own for papers, assignments, or exams.

- Copying computer files from another person and representing the work as one's own.
- Allowing others to do the research or the writing of an assignment and presenting the research/writing as one's own.

#### Plagiarism:

Using someone else's information, work, graphics/data, ideas, or phrases without indicating the source of the information with quotation marks and/or citations where appropriate.

#### Procedure following identified cheating or plagiarism

The teacher will:

- Collect evidence of cheating/plagiarism.
- Write a "request for social skills intervention", and
- Report the incident to the principal.

#### Consequences:

- If a student is found to be in violation of the standards of Academic Integrity:
- Social skills feedback will be recorded on the student's social skills goal sheet.
- The teacher will notify the parent of the incident and the Regional Safe School Program's request for a parent meeting.
- The home school district liaison will be notified of the incident.
- All relevant records will be updated and maintained (i.e. intervention file, AEP).

#### Social Skills:

- to accept responsibility for one's own actions without blaming others.
- to participate in group activities with success.
- to respond to personal frustration in a constructive way.
- to maintain socially appropriate interactions and relationships with peers and adults.
- to show respect for self, others, property, and those in authority.

#### Communication:

- to develop positive listening skills.
- to identify and share personal feelings when appropriate in an honest and respectful manner.
- to use appropriate verbal and nonverbal communication to express oneself in a group.
- to use language skills appropriately when working with others to accomplish a task, or participating in recreational activities.
- to use verbal and nonverbal communication to establish and maintain positive relationships.

## ACCEPTABLE USE POLICY

All use of the internet shall be consistent with the Regional Safe School Program's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document are legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### *Terms and Conditions*

1. **Acceptable Use** - Access to the Regional Safe School Program's internet must be for the purpose of education or research and be consistent with the educational objectives of the Regional Safe School.
2. **Privileges** - The use of the Regional Safe School Program's internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator, in conjunction with the principal, will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time. The decision is final.
3. **Unacceptable Use** - You are responsible for your 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 U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or virus protected;
  - c. Downloading 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. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals; which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - 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;
  - m. Using the network while access privileges are suspended or revoked.
4. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your messages to others;
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language;
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues;
  - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. 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; and



- f. Consider all communications and information accessible via the network to be private property.
5. No Warranties - The Regional Safe School Program makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Regional Safe School Program will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. The Regional Safe School Program specifically denies any responsibility for the accuracy or quality of information obtained through its service.
  6. Indemnification - The user agrees to indemnify the Regional Safe School for any losses, costs, or damages, including reasonable attorney fees, incurred by the Regional Safe School relating to, or arising out of, any breach of the *Authorization*.
  7. Security - Network security is a high priority. If you can identify a security problem on the internet, you must notify the system administrator or the principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
  8. 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 and/or hardware. This includes, but is not limited to, the uploading or creation of computer viruses.
  9. Telephone Charges - The Regional Safe School Program assumes no responsibility for unauthorized charges for fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Students and parent(s)/guardian(s) need only sign the *Authorization for Internet Access* once while enrolled in the Regional Safe School Program.

### ADA

The Rights of Individuals with Disabilities policy and procedures are in compliance with the board that governs the Regional Safe School Program. A copy of this policy and procedures is available by request.

### COMMUNITY FIELD TRIPS

Class trips into the community will be a part of the student's curriculum and learning opportunities throughout the school year. Therefore, the student's participation will be expected. The student will be transported in a program vehicle with program staff. Please refer to the parent permission form in the addendum of this handbook.

### EMERGENCY SCHOOL CLOSINGS

**View All Current Information on our website: [www.roealt34.net](http://www.roealt34.net) or on our Facebook page: [LakeCountyROE34](#)**

In the event of any emergency at school or of a school closing, you will be informed immediately by phone via the ALERTNOW Notification Service. The only notification you will receive will be to the phone number provided to the RSSP. If your phone number has changed, please report the new phone number to the main office.

What you need to know about receiving calls sent through ALERT NOW:

- ❖ Caller ID will display the school's main number when a general announcement is delivered.
- ❖ Caller ID will display 411 if the message is a dire emergency.
- ❖ ALERTNOW will leave a message on any home answering machine, cell phone, or voicemail.
- ❖ If the ALERTNOW message stops playing, press 1 and the message will replay from the beginning.

For information about school closings or canceled bus services due to weather or other related problems, please turn to any of the following radio stations: WCFL-1000; WIND-560; WMAZ-670; WMET-95.5 FM; WGN-720; WTMX-120 FM; WYEN-107 FM; WFYR-103.5 FM; WBBM-96.5 FM or the following television stations: WGN-9; WFLD-32.

The REGIONAL SAFE SCHOOL PROGRAM will be announced as the "Regional Safe School Program".

**EMERGENCY AND DISASTER SITUATION**

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. Your student will be cared for at school and your cooperation is necessary in any emergency. The Regional Safed School Program has a detailed emergency operations plan which has been formulated to respond to a major catastrophe.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools or at a designated evacuation site until they are picked up by a responsible adult who has been identified as such on the school emergency information sheet which is required to be filled out by parents at the beginning of every school year and updated as needed throughout the year. Please be sure you consider the following criteria when you authorize another person to pick up your student at school:
  - He/she is listed on the emergency form and be expected to provide a photo ID
  - He/she is 18 years of age or older
  - He/she is usually available during the day and is known by your student
  - He/she is both aware and able to assume this responsibility
3. Emergency announcements will be available through one or more of the following sources: [www.roealt34.net](http://www.roealt34.net), Lake County Facebook Page, [www.sedol.us](http://www.sedol.us), WGN Radio 720-AM, WBBM Radio 780-AM or watch CBS Ch. 2, NBC Ch. 5, ABC Ch.7, FOX TV, WGN TV or CLTV. Information may also be relayed via the ALERT NOW telephone and email messaging systems. In addition, information regarding day-to-day school operations will be available by viewing the RSSP website at [www.roealt34.net](http://www.roealt34.net).
4. Impress upon your student the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the RSSP Emergency Form. During an extreme emergency, students will be released at designated reunion areas located at a designated evacuation site. These sites will be posted on the [www.roealt34.net](http://www.roealt34.net) web site as appropriate. Please be patient and understanding with the student release process. Instruct your student to remain at school until you or a designee arrives. You will be informed if a secondary parent reunification site is warranted.

In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with their dispatch or the district of residence dispatch. Parents should contact the transportation provider and/or district transportation to inquire about procedures that were enacted. Communication between transportation and the RSSP may not be possible,

but any information on transportation safety procedures and locations will be released with all functional means. Any student who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent/guardian.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

### **HOME AND SCHOOL COMMUNICATION**

In addition to the formal conferences, other communication between school staff and parent(s)/guardian(s) will take place throughout the year through scheduled parent-teacher conferences, programs offered for parent(s)/guardian(s), report cards, notes that will be sent home, email and phone calls. Parent(s)/guardian(s) are encouraged to contact Regional Safe School Program staff with questions and comments. The program staff view parent(s)/guardian(s)' awareness of their child's program and involvement as essential to student success.

### **INTERROGATIONS AND SEARCHES**

#### **Search and Seizure**

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as District property.

School officials may conduct an investigation or 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 a school disciplinary rule or policy. In the course of the investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

#### **Student and His/Her Personal Effects**

School administrators, with a witness employee, may search a student and/or the student's personal effects (e.g., wallets, notebook, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **STUDENT CONFISCATED ITEMS POLICY**

Students are allowed to bring to school only those items listed on the *Student Supplies List*. All unauthorized items will be confiscated by school personnel.

When students are in possession of a cell phone, the following will occur:

- 1<sup>st</sup> Time    The cell phone will be confiscated by staff and logged in the student's intervention log. The cell phone will be returned to the student at the end of the day.
  
- 2<sup>nd</sup> Time    The cell phone will be confiscated by staff and logged in the student's intervention log. Parents will be notified and the cell phone will only be released to a parent.

3<sup>rd</sup> Time The cell phone will be confiscated by staff and logged in the student's confiscation file. Parents will be notified that the phone will remain in confiscation until the student leaves the program.

When students are in possession of any other item(s), the following will occur:

- Any non-student supply item(s) will be secured from the student by staff.
- The items will be placed in the student's confiscation file marked with the student's name. Inside the student's confiscated file will be a record sheet. On the record sheet the staff will record the date, list/describe the item(s), and initial next to the item(s). All food, candy, etc. will be discarded immediately.
- All items will remain in the file until the student exits the program. Items will not be sent home with students (unless specific arrangements are made with the principal). Students will not have access to the file and its contents.
- When the confiscated item(s) are returned to the student, the student and or/parent/guardian will record the date and initial next to the item(s) on the record sheet. The parent/guardian may be provided a copy of the record sheet when a copy is requested.
- All remaining confiscated items, except clothing, will be placed in a file box and housed for ONE Calendar Year of the student's exit date, at which time the items will be discarded.

## LUNCH

Students are responsible for bringing their own lunches. For the safety of our students and staff, restaurant lunch deliveries will not be accepted.

The student will have access to a refrigerator to store food items and a microwave to heat food items. Students are not allowed to share/trade a lunch. As space is limited, the student is asked to carry all lunches in a small sack or carrier with his/her name written on the outside of the sack/container. Drink containers are limited to sealed cans, sealed plastic bottles, or juice boxes; no glass bottles. A drink container with a broken seal will be discarded. You may bring plastic spoons and/or forks, no metal flatware. Students may only have candy in sealed wrappers. Gum is not candy, therefore, not allowed.

Food not consumed at lunchtime will be discarded the same day. If a food container is left in the school building, it will be discarded according to sanitation practices. Students will leave their areas clean and neat by cleaning their tables, pushing in their chairs, and keeping the microwaves and countertops clean. Trash will be placed in the waste receptacle.

Lunch time is meant to be a time of relaxation and socialization for all students. Students may talk about school appropriate topics. English is the only language that will be spoken at lunch or during the school day. For safety and monitoring purposes students are to remain in the seat they chose at the beginning of lunch unless directed to another seat by staff. All program procedures continue to be implemented and all students continue to be monitored during lunch time.

## **ORIENTATION AND ASSESSMENT**

The first attendance day of all newly enrolled students will focus upon continued orientation of the program, which begins with the AEP conference. The student will meet with the program's support staff to complete some informal assessments in the following areas: social and educational history, referral issue(s), learning skills/style/strengths. The student will complete an orientation test and must pass with 90% mastery of the student-parent handbook.

The student will review his/her goals developed at the AEP conference and the program procedures and routines as outlined in the student-parent handbook.

The student's academic needs will be addressed through a combination of assigned classes and independent study. A schedule of classes will be confirmed during orientation.

Upon successful completion of the Orientation process, the student will begin classes.

## **PARENT-STUDENT POLICY ON ALCOHOL AND DRUGS**

The Regional Safe School program of Lake County is committed to maintaining a **Drug Free Environment** for each student. We encourage you, the parent/guardian, to talk to your child about the use of illegal and mood altering substances (alcohol, drugs, and tobacco), to attend the parent workshops to learn more about drugs, and to encourage your child through your own life's example of maintaining a **Drug Free Environment** for you and your child in which to live.

Communication is an important part of taking responsibility for one's behaviors and attitudes. Staff and counselors are here to help. Feel free to openly discuss any drug-related concerns with our designated REGIONAL SAFE SCHOOL PROGRAM staff.

### **REGIONAL SAFE SCHOOL PROGRAM Policy:**

- ❖ **No tobacco, alcohol, drugs or other intoxicants are allowed at the school or on the bus.**
  
- ❖ **No tobacco, alcohol, or drugs are allowed on one's person or property at the school or on the bus or to/from school\*\***

**The REGIONAL SAFE SCHOOL PROGRAM reserves the right to have the student screened and/or evaluated for potential drug/alcohol abuse.**

If a student is suspected of substance use, a urine sample will be obtained and/or a breathalyzer test will be administered; and the necessary steps will be taken. Those steps include, but are not limited to, attending counseling sessions and/or groups, completing a referral to an outside agency, dismissal from the program. Parent(s)/guardian(s) will be called to retrieve any student who refuses to comply with the screening request. **Screening** is defined as a ten panel drug test. This will be done through urine collection by certified program staff. The ten panel screen will be completed by a certified laboratory; the laboratory will provide the Regional Safe School Program of Lake County with a written result of the test.

Screening can take place prior to the student being accepted into the Regional Safe School Program. Screening can also take place upon a random selection for drug screen or upon a reasonable suspicion of drug/alcohol use.

**Assessment\*\*** is an interview with a Certified AODA Counselor who will make an informal diagnosis. This diagnosis is based on physical, behavioral, and emotional symptoms. Other symptoms include scores on drug assessment questionnaires, lab results, and reports from family. Assessments will become a part of the student's Regional Safe School Program student file; this assessment will not be forwarded to the student's home school/district. Students and parents are strongly encouraged to follow through with assessment recommendations.

**Intervention** is defined by the screening and/or assessment process. An intervention recommendation may include but is not limited to one or more of the following:

- Student completion of a Certified Inpatient Treatment Program\*\*
- Student completion of a Certified Outpatient Treatment Program\*\*
- Student attendance at a Drug/Alcohol Relapse Prevention Group
- Student attendance at a Drug/Alcohol Education Class
- Student attendance at a 12 Step Program (Alateen, AA, CA, NA, etc.)

\*\*Parents/guardians will be responsible for fees for services via a licensed substance abuse treatment facility of their choice.

### **COUNSELING: ASSESSMENTS, RECOMMENDATIONS, & RESPONSIBILITY**

The Regional Safe School Program reserves the right to have the students obtain an assessment and if determined necessary follow any and all recommendations made in the assessment *AT ANY POINT DURING ENROLLMENT*.

**Type:**

*Anger and Aggression:* Targets youth with history of anger

*Mental Health:* Targets youth with history of poor decision making and/or mental health concerns  
(Specific assessment names may vary by agency)

**Determination:**

The Regional Safe School Program reviews the student's history to determine counseling requirements. However, if the Home School District establishes a requirement, the RSSP will uphold the requirement.

**Assessment:**

Comprehensive Anger and Aggression Assessments and Mental Health Assessments are completed by trained professionals (LPC, LCPC, MSW, LSW, LCSW, PSYD, PHD, or other qualified individuals). The assessment results may identify any concerns in the following areas, including but not limited to: legal, family, school, community, mental health, life skills, and social. Therefore, the professional may help determine any underlying cause for behaviors occurring in the home or school setting.

**Recommendation:**

The Regional Safe School Program reviews the student's behavior, both past and present, as well as the completed assessment to determine if the student needs to follow through with the recommendations of the assessment.

\*\*Parents/guardians will be responsible for fees for services via a facility of their choice.

## **PARENT-STUDENT STANDARDS FOR CONDUCT**

All behavior is expected to be appropriate for the school setting. Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

**Students:** Students will communicate with others in a way in which people do not feel fear or physical violence or pressure to engage in behaviors they otherwise would not demonstrate (i.e., gang involvement). Any deliberate act of physical violence (i.e., fighting) may result in dismissal from the Regional Safe School Program.

In the event a student is unable to resolve an issue through the use of program support systems, the student may be released from school to a parent/guardian for the remainder of that school day. Depending upon the student's needs, the student may return to classes/school the next school day or the student may require a conference with his/her parent/guardian and program staff prior to returning to classes/school.

**Parents/Guardians:** Parents/Guardians in the school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events.

When, in the judgment of the principal, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the student(s) of the parent/guardian temporarily or permanently from the school.

## **PUBLIC LIBRARY USE**

Students may be asked to access resources for their studies through the public library system.

The Zion Public Library is available to Regional Safe School Program students; use of the library will be determined individually by teacher and class. Students who live outside of Zion may also use the Zion Public Library by presenting a valid library card from their Lake County home community library.

## **RECIPROCAL REPORTING OF CRIMINAL OFFENSES COMMITTED BY STUDENTS**

In accordance with the Illinois School Code and reciprocal reporting agreements, the Police Department/ School Liaison Officer and the School Principal are obligated to report to each other criminal offenses committed by a student enrolled in the Principal's school, and to share that student's school records in accordance with federal and state law.

## **SAFETY**

A priority of the Regional Safe School Program is to provide a safe physical and safe psychological learning environment for all students and staff. Therefore, students will behave in a way which insures the physical and emotional safety of others. In order to assure a safe learning environment for all, the following regulations will be observed:

1. Prior to entering the program, students and visitors may be asked to pass through a metal detector or be screened using a hand-held security wand.
2. Upon arrival to the program, notebooks, lunch containers, coats, etc., will be examined for any unauthorized items. All unauthorized items will be confiscated by school personnel. (This includes any item not included on the student supplies list.)
  - ❖ *Authorized items defined: school books, notebooks, paper, pencils, home keys, lunch, other school appropriate and approved materials.*
3. Any item that promotes the use of alcohol, drugs, tobacco, any other illegal substance, or displays these products, may not be worn or carried.
4. Any item that displays any implicit or implied obscenity is libelous, slanderous, indecent, lewd, or vulgar may not be worn or carried.
5. Any article of clothing, hairstyles, gesture, drawing, etc., that displays or references a gang or commonly is associated with a gang or cult, or promotes violence, will not be allowed.
6. To insure our facility is not accessed by unauthorized people, the entrance doors and restrooms will be kept locked during the school day. All rooms and common areas can be quickly exited without a key.

### **SCHOOL HEALTH SERVICES**

A student who requires medication at school must have the appropriate documentation on file at school. This documentation includes:

- ❖ Regional Safe School Program permission form completed and signed by both the physician and parent/guardian, and
- ❖ the medication in a prescription bottle with appropriate label.

All medications must be delivered to school according to the MEDICATION AUTHORIZATION FORM. Please refer to the form in the addendum of this handbook.

### **SECURED CAMPUS**

The Regional Safe School Program is a closed campus. Students will remain on campus at all times unless participating in a staff-supervised community field trip activity, PE Class, or other pre-arranged activity. Students are to remain in the designated educational areas of the building. If a student leaves the areas allocated to the the program without the consent and supervision of a staff member, they are eligible for dismissal from the program.

All visitors will be greeted and/or admitted by program staff. All visitors are required to report to the main office upon arrival to sign in.



The campus uses surveillance equipment to monitor the movement of its students and visitors. The surveillance equipment records and will be used as school code allows.

### **SEX OFFENDER REGISTRATION ACT**

The Sex Offender Registration Act (Illinois General Assembly, Public Act 094-0994, Section 5) states the following:

*(g) A Principal or teacher of a public or private elementary or secondary school shall notify the parents of children attending the school during school registration or during parent-teacher conferences that information about sex offenders is available to the public as provided in this Act.*

The full text of this Act can be found via the following website address:

<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=094-0994&print=true>

### **SEXUAL HARASSMENT**

In accordance with the Illinois School Code, we are required to include copies of the district's policy and procedures on student sexual harassment.

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. 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
2. 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 unwelcome conduct the basis for academic decisions affecting the student.

The terms "intimidating," "hostile," and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussion of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student, the Nondiscrimination Coordinator or the Building Principal/Supervisor. Students 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. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Dean of Students for appropriate action.

The District will use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment such as including this policy in the appropriate handbooks. The name and telephone number for the student Nondiscrimination Coordinator may be obtained by contacting the SEDOL Director of Human Resources.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the district who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

### **Procedures for Student Sexual Harassment**

- 1.0 A copy of the Student Sexual Harassment Policy and accompanying procedures shall be distributed annually in the Student Handbook and the Staff Handbook.
- 2.0 Copies of the Student Sexual Harassment policy may be distributed in other ways as deemed appropriate by the District's administration.
- 3.0 The health education program for grades Kindergarten through 12 shall include age appropriate instruction which leads to the students' understanding of sexual abuse and harassment.
- 4.0 Teachers, Certified School Nurses and/or School Social Workers shall obtain and disseminate age appropriate informational materials concerning sexual abuse and harassment.
- 5.0 The Nondiscrimination Coordinator should follow the Uniform Grievance Procedures.
- 6.0 The student's parent(s)/guardian(s) will be notified that they may attend any investigatory meetings in which their child is involved. The parent(s)/guardian(s) will be kept informed of the investigation's progress.
- 7.0 The student's oral or written statements will be kept confidential, except that the Superintendent will be kept informed of the investigation's progress. District personnel shall, however, comply with the child abuse reporting laws.

### **STANDARDS OF STUDENT DRESS**

In compliance with the Illinois School Code Section 10-22.25b, the Regional Safe School Program implemented this dress code after extensive research regarding dress codes and surveys conducted at parent/student/ teacher conferences. Students attending school appropriately attired without distractions are better prepared for success at school. To promote a more effective learning environment, maintain the orderly process, eliminate or reduce gang activity, foster school unity and pride, foster self esteem, improve student performance, and to insure that a student's dress is neither disruptive to the educational process nor a threat to the health, safety, welfare and property of self or others, the following standards are in effect and must be complied with by all students and enforced at the discretion of the Program:

1. **Clothing in General:** All clothing must be worn in the manner and for the purpose it is designed. Clothes may not contain holes and must be clean and neat. Undergarments must not be visible. All of the uniform must be able to pass undetected through the metal detector. Students are not allowed to use any part of the school uniform to show gang affiliation or drug references (including but not limited to colors, logos, and/or designs). All clothing must be free of lewd, vulgar, or inappropriate designs, images, and/or references.

2. **Pants:** Solid black or navy (khaki-style) slacks. Slacks must be worn around the natural waistline with a natural length and a modest fit. Pants must contain a sewn hem.
3. **Shirt or Top:** Solid white, collared, sleeved Polo or oxford shirt. A solid white sweater or sweatshirt may be worn over the collared shirt. A solid colored turtleneck and/or solid colored undershirts may be worn under the collared shirt as needed. When not worn tucked in, the shirt must cover the waistline for a modest fit.
4. **Shoes:** Gym Shoes/ athletic shoes. Shoes will be worn in the manner in which they were intended: all laces laced and tied, all Velcro straps fastened, etc. Shoes with gang-related symbols or designs, boots, and steel toed footwear are not allowed.  
fgg
5. **Hats, Scarves, & Gloves:** May be worn outdoors only and must be placed inside your coat/jacket in the designated area. These items may not represent any gang affiliation or inappropriate content.
6. **Coats & Jackets:** Coats and jackets must be checked upon arrival at the building and stored during the school day, unless participating in an outside event.
7. **Hair:** Hair must be appropriately cut and groomed in a presentable fashion. Hair must be of a natural color. Bobby pins, barrettes, and metal hair ornaments may not be worn.
8. **Nails:** Short nails are necessary for safety and health reasons. Nails must be appropriately groomed/cut. All nails must be the same length and cut short enough to avoid clicking on the computer keyboard.
9. **Tattoos:** Tattoos must be covered at all times.
10. **Makeup:** Makeup is allowed to be worn in moderation and must not bring undue attention to the individual or must not disrupt the educational environment. Excessive/distracting makeup will be considered a dress code violation. Makeup, other than lip balm in a plastic applicator, is not allowed to be brought to school.
11. **Additional Supplies:** Students may bring an additional clean white shirt or top to change into after physical education class so long as it meets the above requirements. Students may keep a stick of deodorant or antiperspirant (in a plastic container) for use after physical education class. Other required personal hygiene products may be carried to school in a brown paper bag with the student's name on the outside of the bag.
12. **Items not allowed:** Belts; Jeans; sweat pants; leggings; yoga pants; sunglasses; headgear; chains, pins, or jewelry of any kind; heavy keychains; cell phones, iPods and/or mp3 devices, other electronic devices, backpacks, purses, brushes or combs, and gum.
13. **Money:** Students are not allowed to carry any cash sum larger than \$6.00, with the exceptions of field trip days or to purchase school supplies.

Any parent/guardian who objects to this dress code for religious reasons or has difficulty financially with compliance, may schedule an appointment with the principal to discuss any objections or difficulties and possibly obtain assistance.

After the first week of attendance, any student in violation of the above dress standards will be subject to discipline measures. Students entering or transferring into the program after the start of the school year are allowed one week to comply with these standards. Continued neglect of the dress code may warrant student dismissal.

### STUDENT DRESS CODE SUPPLIES LIST

The clothing items required by the Regional Safe School Program dress code can be found at the following stores. The prices listed below are average costs and are subject to change from store to store. Students are not required to use the following stores.

|   |                         |                   |
|---|-------------------------|-------------------|
| pants – khaki-style solid black or navy slacks<br>(no logos, labels, designs) | Target, Walmart, Kohl’s | \$19.99 - \$29.99 |
| shirt - solid white collared polo shirt<br>(no logos, labels, designs)        | Target, Walmart, Kohl’s | \$9.99 - \$19.99  |
| shirt – solid white collared oxford shirt<br>(no logos, labels, designs)      | Target, Walmart, Kohl’s | \$12.99 - \$24.99 |
| shoes – gym shoes/ athletic shoes   | Payless Shoe Store      | \$14.99 - \$24.99 |

\*These Items can also be found at **B Thrifty Resale**. The manager (Lenny) will give ROE Parents a 50% **discount** with a Business Card from the Principal.

**B Thrifty Resale:** 847-596-2691  
3608 Grand Avenue  
Gurnee, IL.

### STUDENT SUPPLIES LIST

Each student is to carry the following supplies each school day. All student supplies are carried to and from school each day. Individual teachers may request additional supplies for specific projects throughout the school year. Students and parents will be notified in advance.

The student supplies are available for purchase by the student from the Regional Safe School Program school store. A list of school store prices is provided below. Students are not required to use the school store.

|  |        |
|--|--------|
| 3-ring binder (3 inch binder recommended)<br>(no zippers, “trapper keepers”) | \$2.00 |
| loose leaf notebook paper (200 sheets)<br>(no spiral notebooks)              | \$1.00 |
| #2 pencil (set of 3)   | \$0.25 |
| ruler  | \$0.25 |

|   |                        |
|---|------------------------|
| eraser (standard block only) – optional | \$0.50                 |
| tab subject dividers (without pockets)  | \$1.00                 |
| clear pencil holder with 3-hole punch   | \$1.00                 |
| basic calculator*                       | Not Available for Sale |
| colored pencils – optional              | Not Available for Sale |

\* A scientific calculator is required for students enrolled in a math class.

### STUDENT ATTENDANCE

It is important for all students to have good attendance because

- ...it is the law.
- ...students who have regular attendance generally achieve higher grades.
- ...students who have regular attendance generally complete school.

Students are required to maintain the minimum required attendance percentage of 90% to remain enrolled in the Regional Safe School Program. Students are expected to be in attendance every scheduled school day on the calendar for the Regional Safe School Program. A copy of the current school year calendar is available on our website: [roalt34.net](http://roalt34.net).

All students are required to attend the Extended School Year (ESY) program immediately following the last school day on the calendar. Information regarding ESY will be sent home a few weeks before the last day of school. Parents/Guardians will be notified by the Regional Safe School Program staff once their student has met the requirements of ESY.

To report a student absence, the **parent/guardian** must

STEP 1. Call Regional Safe School Program at (847) 872-1900 **before 8:15** am and leave the following information. After 8:15 am will be considered an unexcused absence.

**A voice mail system is available for calls 24 hours a day 7 days a week (847) 872-1900 press 2.**

- ❖ identify self (**parent/guardian by name**).
- ❖ student's name.
- ❖ reason for absence.
- ❖ phone number where **parent/guardian** can be reached during the school day.

STEP 2. Call the bus/cab company no later than 15 minutes before the bus is due to arrive at the home to cancel the bus/cab. Please remember only a call from the **parent/guardian** will be accepted.

The following are considered **excused** absences:

- illness.
- observance of a religious holiday.

- death in the immediate family.
- family emergency.
- situation beyond the control of the student as determined by the board of education.
- circumstances which cause reasonable concern to the parent for the safety or health of the student.

The following are considered **unexcused** absences:

- missing the bus.
- dress code items not ready for school.
- an absence is reported by the parent/guardian after **8:15 am** the day of the absence.
- undocumented absence (ex. failing to provide a doctor's note, court or counseling documentation.)

The following absences require prearrangement with the principal or principal's designee:

### **Medical Appointments**

- ❖ The **parent/guardian** is to notify the principal or principal's designee prior to the appointment.
- ❖ The student is to present verification of the appointment from the physician's office to the principal or principal's designee upon returning to the program.
- ❖ The parent(s)/guardian(s) must accompany the student into the office when the student is arriving late and must accompany the student from the office when leaving early.
- ❖ Absences that exceed three consecutive days, due to illness, will require a doctor's note upon the student's return to the program.

### **Court Appearances**

- ❖ The **parent/guardian** is to notify the principal or principal's designee prior to the court date.
- ❖ The student is to present verification of the court appearance to the principal or principal's designee upon returning to the program.
- ❖ The parent(s)/guardian(s) must accompany the student into the office when the student is arriving late and must accompany the student from the office when leaving early.

### **Religious Holidays**

- ❖ The **parent/guardian** is to notify the principal or principal's designee at least five (5) days prior to the absence.

### **Family Vacations and/or Trips**

- ❖ Family Vacations and/or Trips should be planned around our current school calendar.

All student absences are reported to parents/guardians and other appropriate agencies (i.e., court probation officers, etc.). Unexcused absences from school may result in dismissal from the program.

Too many absences from school causing the cumulative attendance percentage to drop below 90% may result in dismissal from the program.

## **STUDENT GOALS**

All students are required to achieve a daily percentage of 90% (or above) in each social skill goal. To be considered in good standing the cumulative percentage must be above 90%.

The five General Goals are standard goals for all students. They are listed below:

- Complies with Staff Direction
- Follows Routine
- Uses Appropriate Communication
- Completes Assigned Tasks
- Maintains Self/Environment Neat/Clean

Individual goals will be developed for those students who demonstrate difficulty with any specific component of the General Goals. The individual goal(s) may be developed at the initial AEP conference or any time during the student's participation in the program.

In order to affirm a student's progress and goal achievement, it is necessary to keep accurate data regarding the student's ability to meet his/her goals on a daily basis. Therefore, each student will receive feedback from his/her teachers throughout the day on the social skills goal sheet.

Once the student has reached the level and privileges of Leader status, it is the student's goal to continue to maintain or exceed this level of performance. The **Leader** is the student who has completed **30 consecutive days** at a daily 90% or above in each general goal and individual goal. The **Leader** is the student who is attending classes at 90% or above each day the student is in attendance.

### **LEADER STATUS**

First Leader Status is obtained by completing thirty (30) consecutive days on the social skills goal sheets that every student in the Regional Safe School Program uses to track daily progress. Second Leader Status can be obtained with thirty more consecutive days which will give the student a total of sixty consecutive days. This system repeats then continues in the same repetitive manner. Parents will be contacted each time Leader status is earned.

#### **All Leaders – 30+ consecutive days**

- Student can walk in hallway unsupervised.
- Students may eat lunch in a separate, more relaxed atmosphere in the Intervention Center.

Additional privileges will be implemented as follows:

#### **First Leader Status - 30 consecutive days**

- The social skills goal sheet will change from white to purple.
- Modified dress code on Mondays & Fridays only.

#### **Second Leader Status - 60 consecutive days **ONLY****

- The social skills goal sheet will change from purple to green.
- Modified dress code every day.
- On the first Friday after second leader status is obtained, lunch will be purchased for the student.

#### **Third Leader Status - 90 consecutive days **ONLY****

- The social skills goal sheet will change from green to light blue.
- Modified dress code every day.
- Students may bring their cellphone to school to use on their rides to and from school.

## **Disclosure**

Technological devices may not be used to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member. Actions including, but not limited to, taking an individual's photo/video without consent or storing/accessing personal and/or academic data without consent are prohibited and subject to additional disciplinary action.

Third Leader students are extended the privilege of possessing a wireless communication device on school grounds. Personal electronic devices may not be shared with another user.

All member district acceptable technology use policies remain in full effect for student who attend the RSSP.

## **MODIFIED DRESS CODE POLICY**

This policy is intended for all Leaders who have earned the privilege of Modified Dress Code. This modification does not apply to hair, jewelry, fingernails, or any other part of the student dress code other than shirts, pants, and shoes. All other dress codes policies remain in effect. Program discretion will be applied as warranted.

- Each student is expected to present an appearance that does not disrupt the educational environment or interfere with the maintenance of a positive teaching/learning climate. Students shall, therefore, be dressed appropriately for school.
  - Dress that is not in accordance with reasonable standards of health, safety, modesty and decency, or which creates a disruption to the educational process will be considered inappropriate and shall be prohibited.
  - All clothing must be worn in the manner and for the purpose it is designed and intended.
  - Clothing may not display any insignia or signs which shows disrespect or superiority for any race, creed, color, gender, nationality, or sexual orientation.
  - Clothing that displays obscene or suggestive designs or immoral or illegal behavior is not allowed.
  - Clothing or attire that contains references to, and/or advertises, gangs, alcohol, drugs, tobacco, cults, the occult, sexual innuendos or slogans, denotes violence, or are materially disruptive to the educational process are prohibited.
1. **Shirts:** All shirts will be worn with a modest fit. They must cover a student's abdomen, back, cleavage, and shoulders completely. No undergarments are allowed to show under, below, or through a shirt. Shirts are defined as sleeved, Polo shirts, oxford shirts, sweaters, tunics, sweatshirts, turtlenecks and t-shirts.
  2. **Pants:** All pants will be full length pants. All pants will be worn with a modest fit.
  3. **Shoes:** Athletic shoes must be worn at all times. The laces and straps must be secured as intended.
  4. **Coats & Jackets:** Coats and jackets must be checked at the front of the building and stored during the school day.



5. **Hair:** Hair must be appropriately cut and groomed in a presentable fashion in any color. Bobby pins, barrettes, and metal hair ornaments may not be worn.
6. **Tattoos:** Tattoos can remain uncovered as long as they are deemed school appropriate by staff.

**STUDENT SCHOOL RECORDS**  
**Notice to Parents/Guardians and Students of Their Rights**  
**Concerning a Student's School Records**

The District maintains two types of school records for each student: *permanent* record and *temporary* record. These records may be integrated.

The *permanent record* shall include:

- ❖ Basic identifying information, including the student's name and address, birth date and place, gender, race, district of residence and date of special education placement and termination, and the names, addresses and telephone numbers of the student's parent(s)/guardian(s)
- ❖ Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- ❖ Attendance record
- ❖ Accident and health reports
- ❖ Record of release of permanent record information in accordance with 105 ILCS 10/6(c)
- ❖ Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

The *permanent record* may include:

- ❖ Honors and awards received
- ❖ School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student *temporary record* for 5 years after permanent withdrawal (graduation, transfer, or permanent withdrawal of student). Prior to the destruction of temporary records, these records can be obtained by contacting the Records Custodian at least 90 days prior to the 5 year timeline.

Temporary records must include:

- ❖ A record of release of temporary record information in accordance with 105 ILCS 10/6(c)
- ❖ Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- ❖ Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- ❖ Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit
- ❖ Completed home language survey

The *temporary record* may include:

- ❖ Family background information
- ❖ Intelligence test scores, group and individual
- ❖ Aptitude test scores

- ❖ Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
- ❖ Elementary and secondary achievement level test results
- ❖ Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- ❖ Honors and awards received
- ❖ Teacher anecdotal records
- ❖ Other disciplinary information
- ❖ Special education files, including the report of the multi-
- ❖ disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals
- ❖ Verified reports or information from non-educational persons, agencies, or organizations
- ❖ Verified information of clear relevance to the student's education

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 education records. They are:

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Records Custodian Form #SR-10 and identify the record(s) they wish to inspect. The Records Custodian will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

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

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should contact the Records Custodian for Form #SR-10, and clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision (Form #SR-20) 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(s)/guardian(s) or eligible student when notified of the right to a hearing. (Form #SR-21)

**3. 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 is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or

student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) 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.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.** Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information concerning the parent's/ guardian's child.**

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

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- 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 Records Custodian within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardian or eligible student is specifically information otherwise.*

A photograph of an unnamed student is **not** a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

**6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.**

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

parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

7. **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.**
  
8. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

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

### **SUPPORT SERVICES**

The Regional Safe School Program provides on-campus support services by program staff and/or community support agencies. These support services are intended to provide the student with skills to redirect or eliminate the issue(s) interfering with successful school performance.

### **TRANSITION PLAN**

Prior to the student's exit from the Regional Safe School Program, the student will assist in the development of a Transition Plan. The plan will identify the student's goals, activities, and time lines for a smooth transition to his/her home school, to work, or to another appropriate alternative. A conference will be scheduled with the student, parent(s)/guardian(s), home school district liaison(s), other supportive service representatives, and the Regional Safe School Program staff to finalize the plan.

### **TRANSPORTATION**

The student will be transported to and from the program by the home school district or by the parent/guardian. The student will not be allowed to drive his/her own vehicle to the program. When picking up a student or bringing a student to school, the parent/guardian must come into the school office and sign the student in or out.

School bus/cab transportation is a privilege. An outline of the bus/cab rules is located in the addendum of this handbook. Failure to accept the driver's authority and to follow instructions and safety procedures may result in a loss of this privilege.

Incident reports will be addressed the same day by program staff. It may be necessary to involve the bus/cab driver, parents/guardians, and/or the home district liaison to resolve the issue that generated the incident report. In the event of illegal and/or significantly disruptive behavior, the student may be returned to the Regional Safe School Program to be picked up by parents/guardians or delivered to the police by the bus/cab driver.

## **Additional Transportation Information**

The Transportation Provider will contact you with the pick-up time and confirm the address and contact phone numbers you provided to the school. The student is to be outside 10 minutes prior to the pick-up time and 10 minutes after the pick-up time. The expectation is when transportation arrives, the student is outside waiting at the designated pick-up location. If transportation is late, do not contact the RSSP. You (parent or student) should call the transportation number provided to you at the initial AEP meeting. Missing the bus is an unexcused absence, unless you can get your student to school prior to 8:45 am. We do not accept students after 8:45 am unless we receive prior notice and proper documentation.

## **Bus/Cab Rules**

The bus driver/cab driver is in charge of the bus/cab. All riders must follow the driver's instructions. Bus/Cab riders are expected to conduct themselves in accordance with acceptable behavior:

- ❖ Be **outside** at your assigned stop **ten minutes prior** to pick up time and **ten minutes after** pick up time. If the bus/cab has not arrived call the transportation company.
- ❖ Please be patient in poor weather conditions.
- ❖ Keep themselves and their possessions clear of the aisles.
- ❖ Remain seated whenever the bus/cab is in motion.
- ❖ Refrain from opening windows without the driver's permission
- ❖ Refrain from putting any part of the body out the window.
- ❖ Do not throw anything on or out of the bus.
- ❖ Dangerous objects are not permitted on the bus.
- ❖ Defacing or damaging the bus/cab is prohibited.
- ❖ No eating, drinking, or smoking is permitted on the bus/cab or smoking at the bus stop.
- ❖ Loud and boisterous behavior is not permitted.
- ❖ Use of offensive language is not permitted.
- ❖ Using the seat belts for purposes for other than which they were intended is prohibited.
- ❖ Fighting is prohibited.
- ❖ Taunting or maliciously teasing others is not permitted.
- ❖ Refrain from touching others.
- ❖ No items of great personal or monetary value on the bus/cab.
- ❖ Animals or pets are not allowed on the bus/cab.
- ❖ No electronic devices – i-pod, phone, etc.
- ❖ Students are to be picked up and dropped off at their assigned locations.
- ❖ Un-Authorized Stops are not allowed.
- ❖ Parents need to complete a change of address with the school office before a route can be changed.
- ❖ Seating may be assigned for one and all.
- ❖ Any items left on the bus/taxi will be confiscated.

Parents/guardians and students are requested to review these rules together to insure compliance with these rules.

## **VIOLATIONS**

The violation of any policy or guideline may result in the dismissal from the Regional Safe School Program of Lake County.

Students may be subject to school discipline for gross disobedience or misconduct that happens on or off campus, regardless of whether the misconduct is at a school-sponsored event.

**The policies procedures contained herein are in compliance  
with the board that governs the  
REGIONAL SAFE SCHOOL PROGRAM of Lake County.**

**A copy of these policies is available by written request  
to the principal.**

## **ADDENDUM**

- Medication Letter to Parent/Guardian
- Medication Authorization Form
- Asthma Medication Authorization Form
- Asthma Parent/Guardian Permission
- Social Skills Goal Sheet

# *Regional Safe School Program of Lake County*

**TO:** Parents/Guardians  
**FROM:** Regional Safe School Program Administration  
**SUBJECT: Medication**

For your child to receive any medication during school hours, either prescription or non-prescription, the following procedures are required.

1. The Medication Authorization (Form #131) is filled out and signed by the physician and parent.
2. The medication is to be supplied by the parent to the main office.
  - Amount
    - A month's supply for routine or daily doses.
    - An ample supply for "as needed" administration.
  - Container and Identification  
(Request a pharmacy container for school use for prescription medication.)
    - Safety container
    - Label including
      - Name of child
      - Name of medication
      - Dose of medication
      - Time medication is to be administered

All non-prescription medication sent to school must be new and in the original, sealed packaging.
3. Transportation of medication
  - Medication is to be handed to bus driver by parent.
  - Medication is to be handed to school personnel receiving child at school by bus driver.

If your child requires asthma/anaphylaxis (EpiPen®) medication, please request the Student Asthma/Anaphylaxis Medication Authorization (Form #135). Form must be completed and given to the school before the school will store or dispense any medication and before your child may possess asthma medication or an EpiPen®.



# Regional Safe School Program of Lake County

## MEDICATION AUTHORIZATION FORM

Medications cannot be administered at school without a doctor's written order and a written request from the parent or guardian.

School: \_\_\_\_\_

Student Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE PHYSICIAN:

**Medication/Treatment(1):** \_\_\_\_\_ Dosage: \_\_\_\_\_

Time interval to be taken: \_\_\_\_\_ Duration: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

Condition for which medication is being given: \_\_\_\_\_

Must this medication be administered during the school day in order to allow child to attend school or to address the child's medical condition?

Q Yes Q No

**Medication/Treatment(2):** \_\_\_\_\_ Dosage: \_\_\_\_\_

Time interval to be taken: \_\_\_\_\_ Duration: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

Condition for which medication is being given: \_\_\_\_\_

Must this medication be administered during the school day in order to allow child to attend school or to address the child's medical condition?

Q Yes Q No

**Physician's Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**Physician's Name:** \_\_\_\_\_ Office Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

PLEASE PRINT

### TO THE PARENT/GUARDIAN:

All medications to be taken at school must be supplied by the parent per SEDOL policy. This request terminates at the end of the physicians prescribed orders or the end of the current school year B whichever occurs first. SEDOL Nursing may consult with the prescribing physician regarding school medication.

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

I hereby request and grant permission for professional school personnel to administer the above prescribed medication(s) to my child during the school day.

\_\_\_\_\_  
PARENT/GUARDIAN Signature

\_\_\_\_\_  
DATE

# Regional Safe School Program of Lake County

## STUDENT ASTHMA/ANAPHYLAXIS MEDICATION AUTHORIZATION

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

- I am requesting that the student take medication during school hours.
- I certify that the student has been instructed in the use and self-administration of the medication.
- Return demonstration shows proficient skill.

|  |   |
|--|---|
| <p><b><u>ASTHMA TREATMENT</u></b></p> <p>Medication/Dose _____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exercise Precaution</li> <li><input type="checkbox"/> Give quick relief medication when student experiences asthma symptoms: coughing, wheezing, or tight chest.</li> <li><input type="checkbox"/> Use inhaler with spacer device _____</li> <li><input type="checkbox"/> Nebulizer treatment: _____</li> <li><input type="checkbox"/> Other: _____</li> <li><input type="checkbox"/> May carry and administer metered dose inhaler.</li> </ul> | <p><b><u>ACTION PLAN</u></b></p> <ul style="list-style-type: none"> <li>• Student is to notify school staff when self-administering.</li> <li>• Closely observe student after asthma medications are administered.</li> <li>• Notify nurse or designated health personnel for any non-routine administration.</li> <li>• If symptoms are improved after 10 minutes, student may resume activity.</li> <li>• If no improvement in symptoms, repeat treatment and notify parent/guardian immediately.</li> <li>• If student continues to worsen, call 9-1-1.</li> </ul> |
|--|---|

|   |   |
|---|---|
| <p><b><u>ANAPHYLAXIS TREATMENT</u></b></p> <p>Management of acute allergic reaction to:</p> <p>_____</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Give epinephrine when student experiences allergy symptoms: hives, difficulty breathing, lips or fingernails turning blue, or trouble talking.</li> <li><input type="checkbox"/> Other: _____</li> <li><input type="checkbox"/> EpiPen® 0.3 mg 2-Pak</li> <li><input type="checkbox"/> EpiPen Jr.® 0.15 mg 2-Pak</li> <li><input type="checkbox"/> Twinject® 0.3 mg</li> <li><input type="checkbox"/> Twinject® 0.15 mg</li> <li><input type="checkbox"/> Other: _____</li> <li><input type="checkbox"/> Repeat dose in 15 minutes if EMS has not arrived.</li> <li><input type="checkbox"/> May carry and self-administer epinephrine injection.</li> </ul> | <p><b><u>ACTION PLAN</u></b></p> <ul style="list-style-type: none"> <li>• Student is to notify school staff upon onset of symptoms.</li> <li>• Student is to notify school staff when self-administering.</li> <li>• Call 9-1-1.</li> <li>• Immediately notify nurse or designated health personnel.</li> <li>• Immediately notify parent/guardian.</li> <li>• Even if student improves, observe closely for recurrent symptoms of anaphylaxis.</li> <li>• If ordered, repeat dose in 15 minutes if EMS has not arrived.</li> <li>• Report time of epinephrine administration to EMS responders.</li> </ul> |
|---|---|

The school authority will notify the parent/guardian and prescribing physician of any misuse or abuse of medication. This action may result in the loss of self-administration/carrying privileges. SEDOL nursing requires duplicate supplies of medication to be kept in the nursing office or designated area.

Additional Information: \_\_\_\_\_

Physician name (please print) \_\_\_\_\_ Phone \_\_\_\_\_

Physician signature \_\_\_\_\_ Date \_\_\_\_\_

# Regional Safe School Program of Lake County

## STUDENT ASTHMA/ANAPHYLAXIS MEDICATION AUTHORIZATION PARENT/GUARDIAN PERMISSION

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

It is the student's responsibility to carry the prescribed medication and have it accessible at all times. The parent/guardian and SEDOL nursing will be contacted if the medication is not available.

1. This form must be completed and given to the school before SEDOL will store or dispense medication and before your child may possess asthma medication or an epinephrine auto-injector.
2. The parent/guardian is responsible for submitting a new form to the school each school year and whenever there is a change in the dosage or medication.
3. Prescription medication must be in the original package or appropriately labeled container displaying:
  - a. Student's name
  - b. Prescription number
  - c. Medication name and dosage
  - d. Administration route and/or other directions
  - e. Dates to be taken
  - f. Licensed prescriber's name
  - g. Pharmacy name, address, and phone number
4. SEDOL nursing requires a duplicate supply of medication to be kept in the nursing office or designated area.
5. Emergency medical services (EMS) will always be called when epinephrine is given.
6. The school authority will notify the parent/guardian and prescribing physician of any misuse or abuse of medication. This action may result in the loss of self-administration/carrying privileges.

I authorize SEDOL and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires SEDOL to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30).  
Signature below acknowledges agreement.

By signing below, I agree that I am primarily responsible for administering medication to my child. However in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize SEDOL and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of SEDOL), lawfully prescribed medication in the manner described by the physician. **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a SEDOL nurse and specifically consent to such practices,** and

I agree to indemnify and hold harmless SEDOL and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

\_\_\_\_\_  
Parent/Guardian Printed Name

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

\_\_\_\_\_  
Date

### RSSP Student Goal Sheet

|           |  |                          |
|-----------|--|--------------------------|
| Student:  | WEEK OF: <b>08/13/18 - 08/17/18</b>            | SCHOOL YEAR: 2018 - 2019 |
| Team:     |  |                          |
| District: | Last Friday's Consecutive Day Earned: <b>0</b> |                          |

|                         |                                  | MONDAY |   |   |   |   |   | TUESDAY |   |   |   |   |   | WEDNESDAY |   |   |   |   |   | THURSDAY |   |   |   |   |   | FRIDAY |   |   |   |   |   | TOTAL % |
|-------------------------|----------------------------------|--------|---|---|---|---|---|---------|---|---|---|---|---|-----------|---|---|---|---|---|----------|---|---|---|---|---|--------|---|---|---|---|---|---------|
|                         |                                  | A      | 1 | 2 | 3 | L | 4 | 5       | 6 | A | 1 | 2 | 3 | L         | 4 | 5 | 6 | A | 1 | 2        | 3 | L | 4 | 5 | 6 | A      | 1 | 2 | 3 | L | 4 |         |
| <b>ATTENDANCE</b>       |                                  |        |   |   |   |   |   |         |   |   |   |   |   |           |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |         |
| <b>GENERAL GOALS</b>    | 1 Complies with staff direction  |        |   |   |   |   |   |         |   |   |   |   |   |           |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |         |
|                         | 2 Follows routine                |        |   |   |   |   |   |         |   |   |   |   |   |           |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |         |
|                         | 3 Uses appropriate communication |        |   |   |   |   |   |         |   |   |   |   |   |           |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |         |
|                         | 4 Completes assigned tasks       |        |   |   |   |   |   |         |   |   |   |   |   |           |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |         |
|                         | 5 Self/Environment clean/neat    |        |   |   |   |   |   |         |   |   |   |   |   |           |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |         |
| <b>INDIVIDUAL GOALS</b> |                                  |        |   |   |   |   |   |         |   |   |   |   |   |           |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |         |
|                         |                                  |        |   |   |   |   |   |         |   |   |   |   |   |           |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |         |
|                         |                                  |        |   |   |   |   |   |         |   |   |   |   |   |           |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |         |
|                         |                                  |        |   |   |   |   |   |         |   |   |   |   |   |           |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |         |
|                         |                                  |        |   |   |   |   |   |         |   |   |   |   |   |           |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |         |
| Today's %:              |                                  |        |   |   |   |   |   |         |   |   |   |   |   |           |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |         |
| Consecutive Day Earned: |                                  |        |   |   |   |   |   |         |   |   |   |   |   |           |   |   |   |   |   |          |   |   |   |   |   |        |   |   |   |   |   |         |

Leader Status      1st      2nd      3rd      4th      5th

# of Attempts:      1

Date Earned:

Date Suspended: