

BASE Learning Program



Student / Parent Handbook 2021-2022

847-872-1900
lake.k12.il.us/base

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Overview

The BASE Learning Program offers Behavioral, Academic and Social-Emotional learning as alternative to long-term suspensions for Lake County middle school and high school students. Students are eligible for the BASE Learning Program if they have been suspended between 4-10 days. The BASE Learning Program will adhere to the Regional Safe School Program's vision and mission.

Vision

Inspiring students to become productive citizens.

Mission

Equipping students with resiliency and good decision making skills in order to empower them for the future.

COVID-19 Expectations

The BASE Learning Program follows all state and federal guidelines for COVID-19 mitigations and protocols.

- Everyone is required to wear masks with multiple layers of tightly woven, breathable fabric appropriately, at all times.
- Social distance as much as possible, students will be seated 3ft- 6ft apart.
- Students will have their temperature taken daily upon arrival.
- Additional hand washing will be available throughout the day.

We encourage all parents to take a temperature reading and check for COVID-19 symptoms each morning your child will be present in our buildings. Students with a fever or any of the symptoms below should stay home and seek medical advice. By sending your child to school, you are certifying the following:

- That your child does not have a fever over 100.4 degrees.
- That your child does not have any of the following conditions related to COVID-19:
 - New Cough
 - Shortness of breath or difficulty breathing
 - Fatigue from unknown cause
 - Muscle or body aches
 - New onset of a moderate to severe headache
 - New loss of taste or smell
 - Sore throat
 - Vomiting
 - Diarrhea

Attendance Rules

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 expected to be in attendance every scheduled school day on the calendar for the BASE Learning Program. A copy of the current school year calendar is available on our website : lake.k12.il.us/base.

Notification of Absence

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

1. Call the BASE Learning Program *before 8:15 am*. 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..
 - Identify self (*parent/guardian by name*).
 - Student's name.
 - Reason for absence.
 - Phone number where *parent/guardian* can be reached during the school day.
2. Parents/Guardians are responsible for contacting the transportation company at least 30 minutes prior to normal pick-up time if the student does not require transportation for that day.

Excused/Unexcused Absences

1. If you do not call in with a valid excuse, absences shall be considered unexcused.
2. It is the decision of the school, rather than the parent/guardian, what determines if an absence is excused or unexcused.
3. If a student is absent from school due to the observance of a religious holiday that student will have an equal opportunity to make up any school requirements missed due to absence. (SEDOL procedure 7:80AP)
4. Other absences, which arise due to appointments or other circumstances, will be evaluated on an individual basis at the discretion of the administration.
5. Excused absences include: illness, court appearances, death in the family, religious holidays, unavoidable doctor's appointments, and family emergencies as determined by school officials.
6. Unexcused absences include: dress code items not ready for school, missing the bus, and undocumented absences.

The following absences require pre arrangement 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.
- 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.

Religious Holidays

- The parent/guardian is to notify the principal or principal's designee upon enrollment.

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.

Late Drop Off/Early Pick-Up

Students getting dropped off must be signed in by an adult. Students dropped off after 9:00 am will have to work through a late intervention. Students will not be accepted into school after 10:30 am without prior notification and approval from the main office.

All students must have a parent or other parent-designated adult sign them out in the office if a parent/guardian is picking them up early. When you come to pick up your student, we ask that you "sign out" your student in the office so that we have a record of when and with whom he/she left the building. Students must be dismissed to the care of a parent, guardian or other parent-designated adult.

Non-Student Attendance Days

Throughout the school year there will be days scheduled that students will not attend or will be released early. Please refer to our school calendar in your packet or on the school website. These days may differ from your home school's calendar.

Emergency School Closing

In the event of any emergency at school or of a school closing, you will be informed immediately by phone via the BlackBoard Notification Service. The only notification you will receive will be to the phone number provided to the BASE Learning Program. 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 BlackBoard:

- 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.
- BlackBoard will leave a message on any home answering machine, cell phone, or voicemail.
- If the BlackBoard message stops playing, press 1 and the message will replay from the beginning.

You may also access information on school closings by listening and watching the following radio and news stations:

- | | | |
|---------------|-----------------|--------------------------|
| *WMAQ 670(AM) | *WBBM 78 (AM) | *WXLC 102.3 (FM) |
| *WGN 720 (AM) | *WKRS 1220 (AM) | *CBS, FOX, WGN, and CLTV |

View All Current Information on our website: www.lake.k12.il.us/base or on our student and parent Orbund portal: server9.orbund.com.

Even if schools are open, the final decision about a child's attendance remains with the parent. A decision to close or open school cannot take into account every circumstance. We can best protect the safety and welfare of all students if parents decide what is best for their child.

Breakfast and Lunch Programs

Breakfast and Lunch are provided to all students through the National School Lunch Program. Students may bring their own lunch. All drinks must be sealed. If a student arrives after 10:30, they will not have lunch, as the meal count for the day would have already been sent out. For the safety of our students and staff, restaurant lunch deliveries will not be accepted.

Sack Lunch Expectations:

- The student will have access to a refrigerator to store food items and a microwave (lunch only) to heat food items that have been brought from home.
- As space is limited, the student is asked to carry all breakfast and 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.
- Any food containers left in the building will be discarded according to sanitation practices.

Student Lunch Behavior Expectations:

- 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.
- Students are discouraged to share their home brought meals with other students.
- 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.

Student Dress Code/Appearance

In compliance with the Illinois School Code Section 10-22.25b, the BASE Learning 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 ensure 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. **Masks:** Masks must be plain in color, disposable or made of cloth without exhalation valves. Students must put the mask over their nose and mouth and secure it under their chin. No other types of face covering such as bandanas, scarves, or gaiter sleeves.
3. **Shirt or Top:** Solid color shirt with sleeves. When not worn tucked in, the shirt must cover the waistline for a modest fit.
4. **Pants:** Solid color pants or plain jeans. Pants must be worn around the natural waistline with a natural length and a modest fit. Pants must contain a sewn hem, no tears or holes, nor any decorative accents.
5. **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.
6. **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.
7. **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.

8. **Hair:** Hair must be appropriately cut and groomed in a presentable fashion. Bobby pins, barrettes, metal hair ornaments, scarves, and do-rags may not be worn.
9. **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.
10. **Tattoos:** Tattoos must be covered at all times.
11. **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.
12. **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.
13. **Items not allowed:** Belts; pajama pants, sunglasses; headgear; chains, pins, or jewelry of any kind; heavy keychains; cell phones, other unauthorized electronic devices, purses, brushes or combs, and gum.
14. **Money:** Students are not allowed to carry any cash.

The clothing items required by the BASE Learning Program dress code can be found at most department stores such as: Kohl's, Target, Walmart, Old Navy, etc. 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.

Any student in violation of the above dress standards will be subject to discipline measures. Continued neglect of the dress code may warrant student dismissal.

Behavioral Expectations and School Rules

Students are expected 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

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.

Failing to meet expectations or severity could result in dismissal from the program at any time. Physical aggression may result in dismissal. Students dismissed from the program will return to their home school for further disciplinary action.

Student Substance Abuse Policy

SEDOL School Board Policy 7:190

The BASE Learning Program recognizes that the use of drugs illegally and/or inappropriately constitutes a hazard to the positive development of students. In addition to maintaining a realistic, meaningful drug education program, BASE Learning Program shall be actively concerned with drug use and abuse by students. Therefore, they shall create an ombudsman climate whereby students may seek and receive counseling about drugs and related problems without fear of reprisal. The ombudsman relationship shall be a strict confidential relationship between the school staff member and the student.

The BASE Learning Program 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), 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 BASE Learning Program staff.

BASE Learning 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 BASE Learning 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 may be obtained and/or a breathalyzer test may 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, and 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 BASE Learning Program with a written result of the test.

Transportation

Students are transported by vehicles (bus, van, cab) provided by the student's home school district. The bus ride is an extension of the school day; all expectations for conduct apply. Improper conduct on a bus may result in disciplinary measures including bus write-ups, parent/ guardian meetings, and the suspension of bus riding privileges.

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 BASE Learning Program to be picked up by parents/guardians or delivered to the police by the bus/cab driver.

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 BASE

Learning Program. You (parent or student) should call the transportation number provided to you by the home school district. Missing the bus is an unexcused absence, unless you can get your student to school prior to 9:30 am.

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:

- No electronic devices – cell phones, gaming devices, tablets, etc.
- Students are to be picked up and dropped off at their assigned locations.
- Un-Authorized Stops are not allowed.
- Only school materials and lunch items are to be brought onto the bus. Any items left on the bus/taxi will be confiscated and turned into a staff member.
- Students are to adhere to all student conduct rules and regulations provided by the transportation company as well as the BASE Learning Program.

Searches and Seizures

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, care and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as District property.

Authorized employees and school administrators may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, 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 that 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. A complete copy of this policy is available on the SEDOL website.

At the BASE Learning Program searches are conducted each morning when the students enter the building via a metal detector. The search consists of checking students' binders, outerwear, lunches and pockets by school staff.

Student Confiscated Items Policy

Students are allowed to bring to school only school related items to complete assigned coursework. All unauthorized items will be confiscated by school personnel.

Items not allowed include, but are not limited to the following items: tobacco products and related paraphernalia including vaping materials; illicit drugs and related paraphernalia; weapons of any kind; belts; pajama pants; sunglasses; headgear; chains, pins, or jewelry of any kind; heavy keychains; electronic devices, backpacks, purses, brushes or combs, and gum.

When students are in possession of a cell phone, the cell phone will be confiscated by staff and locked in the main office. The cell phone will be returned to the student at the end of the day.

Academic Standards

All coursework and school materials will be provided by the home school district. While attending the BASE Learning Program, students will work with certified staff to complete the assigned coursework. Students will be expected to maintain academic integrity in all coursework. All coursework grading will be completed by the home school staff.

Social/Emotional Curriculum

The BASE Learning Program implements a socio-emotional curriculum with all students during a “Social Skills Advisory”. Curriculum for “Social Skills Advisory” is aligned to the state Socio-Emotional Learning standards and is designed to increase students’ personal and social awareness in order to demonstrate self-management, positive decision-making skills, and responsible behaviors in school and in their community. Instructional materials are organized into thematic units that develop a student’s knowledge, encourage students to apply concepts, as well as connect concepts with current social issues. Some of the topics covered during the “Social Skills Advisory” period are:

- Acclimating oneself to the school community through an understanding of norms and expectations of the school environment as well as gain an understanding of the significance of school attendance to academic success.
- Develop self-awareness of personal strengths and weaknesses in order to utilize goal setting strategies to establish habits and skills that can be applied to school and career development.
- Employ growth mindset strategies of effort, grit, and perseverance to overcome challenges in order to experience success and make productive contributions within school and community contexts.
- Apply social awareness and interpersonal skills in order to have socially appropriate interactions that show respect for self, peers, and adults in school and in the community.
- Establish self-management skills that support mental, emotional, social, and physical wellness in order to experience success in school and in life.
- Develop coping skills such as using appropriate verbal and nonverbal communication as well as active listening skills to utilize when managing anger and expressing emotions in order to resolve conflicts and correctly identify and respond to stressors in an appropriate and respectful manner.

Progress Reports

Parents and district liaisons will have access to attendance and behavioral progress reports via the Orbund school system while enrolled at the BASE Learning Program.

Support Services

The BASE Learning Program may provide 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

In order to successfully transfer back to the home school district, the student must meet the BASE Learning Program’s expectations. Failure to meet expectations may result in the student’s timeline being extended.

Prior to the student’s transition, the BASE Learning Program and the home school district will develop a Transition Plan. The plan will identify the student’s goals, activities, and timelines for a smooth transition to his/her home school or to another appropriate alternative. A conference may be requested for the student, guardian(s), home school district liaison(s), and the BASE Learning Program staff to finalize the plan.

Student Records

School Districts maintain two types of school records for each student: *permanent* record and *temporary* record. The BASE Learning Program maintains temporary records and transmits all records to the student’s Home School District for compilation into the permanent record. All formal records requests should be directed to the Home School District.