

# *Regional Safe School Program*

## *Of Lake County*



## STUDENT /PARENT HANDBOOK

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

Regional Safe School Program reserves the right to change, without any requirement of notice, any statement in this handbook concerning, but not limited to, the practices of the organization. It is the policy of Regional Safe School Program School not to discriminate against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status in matters of employment in the educational programs, student services or activities they operate. This handbook provides only a summary of board policies governing the District. Board policies are available to the public at the District office and on its website.

**Students who attend the Regional Safe School Program remain their Home School District students. 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.**

**The Regional Safe School Program (RSSP) Handbook is designed to help students and parents understand the program's structure and procedures. However, the Home School District Handbook should always be viewed as legal notification.**

**The Regional Safe School Program of Lake County (RSSP) is offered through the Regional Office of Education of Lake County (ROE). The Special Education District of Lake County (SEDOL) has partnered with the ROE to provide business services and human resources for both the RSSP's staff and students. Therefore, SEDOL board policies shall be enforced for all staff and students of the RSSP unless the student's Home School District policy supersedes them.**

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## **GENERAL INFORMATION**

### **Overview**

The Regional Safe School Program serves at-risk students in grades 6 – 12 who have received multiple suspensions, are eligible for expulsion, or have been expelled from school in Lake County, Illinois. The students we serve often face long-term issues that influence their behavior and success in the classroom, including domestic violence, poverty, and drug and alcohol abuse.

### **Vision**

Inspiring students to become productive citizens.

### **Mission**

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

### **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.

### **School Hours**

Office: 7:50 am - 3:50 pm

Staff: 8:00 am - 3:30 pm

Students: 8:30 am - 2:30 pm

### **Registration/School Fees**

Parents/guardians must register students in their home school districts on an annual basis. Please look for notification of registration by mail or in local newspapers and go to the assigned school or district office to register the student. If you do not receive notification of registration, please call your local school for information. School fees are to be paid to your local school district. The RSSP does not assess a registration fee. Please refer to your local district policy for waiver of school fees.

### **School Wellness**

SEDOL School Board Policy 6:50

SEDOL School Procedures 6:50-AP1

All SEDOL schools adhere to the guidelines and requirements described in the District Wellness Policy. This policy includes topics such as, goals for nutrition education and physical activity as well as nutrition guidelines for foods. For additional information refer to SEDOL policy documents listed above.

### **Emergency Forms and Waivers**

A copy of the emergency form is to be completed in full each school year, providing requested information to secure the health and safety of each child. It is vital that you include all of the required information on the emergency forms. It is **very important** that you provide us with a name of someone whom you wish to be notified in an emergency, in case we are unable to contact you. Please print clearly on the forms so they are legible. If you provide an alternate emergency person, please make sure that they are aware. Please notify the school office in writing if and when any information changes during the school year.

### **Breakfast and Lunch Programs**

Breakfast and Lunch are provided to all students through the National School Lunch Program. Students can still bring in their own breakfast or lunch. If a student arrives after 9:30 am, they must supply their own 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.

Lunch procedures and expectations will be provided to students during the enrollment process and can be found on the website: [roealt34.net](http://roealt34.net). All program procedures continue to be implemented and all students continue to be monitored during lunch time.

### **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 must 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 RSSP calendar. A copy of the current school year calendar is available on our website: roealt34.net.

All students must 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. The Regional Safe School Program staff will notify parents/Guardians once their student has met the requirements of ESY.

### **Notification of Absence**

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

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

1. Notify the Regional Safe School Program *before 8:15 am* (email: rsspoffice@sedol.us).  
*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 before the expected pick-up time if the student does not require transportation that day.

At the time of enrollment, parents/guardians provide emergency contact information listing names, addresses, and phone numbers of persons to call to check a child's absences. If the school does not receive notification by the time school starts, calls will be made to the family. Note: Day phone numbers must be given for all contacts. *It is important to keep contact information current. Any change of address or change in emergency contact information must be reported to the school.*

### **Excused/Unexcused Absences**

SEDOL School Board Policy 7:70

SEDOL School Procedure 7:70AP

1. Absences are recorded as unexcused if you do not call in with a valid excuse.
2. The school's decision, rather than the parent/guardian, determine 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. If a student is chronically absent and the absences are determined to be unexcused, consequences will follow the SEDOL board policy. Staff may also refer the student to the Lake County Regional Office of Education for chronic truancy and attendance issues when a student is absent 5% (9 days) or more of the last 180 school days due to unexcused absences.
6. Documentation for absences, such as doctor's notes, court appearances, etc., may be required at the administration's discretion.
7. Excused absences include illness, court appearances, death in the family, religious holidays, unavoidable doctor's appointments, and family emergencies as determined by school officials.
8. 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 must notify the principal or principal's designee before 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 arrives late and accompany the student from the office when leaving early.
- Illness-related absences that exceed three consecutive days will require a doctor's note upon the student's return to the program.

Court Appearances

- The parent/guardian must notify the principal or principal's designee before the court date.
- Upon returning to the program, the student must present verification of the court appearance to the principal or the principal's designee.
- The parent(s)/guardian(s) must accompany the student into the office when the student arrives late and accompany the student from the office when leaving early.

Religious Holidays

- The parent/guardian must notify the principal or principal's designee at least five (5) days before 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 (e.g., court probation officers). 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.

## **Late Drop Off/Early Pick-Up**

School Board Policy 7:90

SEDOL School Procedure 7:90AP

Students who are late to school must check into the office before going to class so they can be counted as present. If the office is unaware of that student's presence, an unnecessary and sometimes frightening telephone call is made to parents.

*Parents should sign in their child in the office upon arrival.*

When leaving early, students must be signed out by a parent or a parent-designated adult at the office. Parents or guardians are kindly asked to complete the sign-out process in the office to ensure a documented record of the departure time and the responsible individual. Students will only be released to a parent, guardian, or a parent-designated adult.

## **Non-Student Attendance Days**

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

## **Emergency School Closing**

In the event of a school emergency or school closing, you will be informed immediately by phone via the Black Board 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 Black Board:

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

You may also access information on school closings by listening to 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.roealt34.net](http://www.roealt34.net) or on our student and parent Orbund portal: [server9.orbund.com](http://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 consider every circumstance. We can best protect the safety and welfare of all students if parents decide what is best for their child.

## **NURSING & MEDICAL**

Children's health is a key element in positive educational outcomes. One goal of the RSSP is to promote, protect, support, improve, and sustain the health, emotional well-being, and safety of all students and staff for optimal learning and quality of life. This is accomplished in collaboration with the students, families, staff, administrators, and community resources. The RSSP works in conjunction with SEDOL's Health Services in order to provide care for RSSP students.

*"School nursing is a specialized practice of professional nursing that advances the well-being, academic success and lifelong achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and/or potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy and learning."*

*--National Association of School Nurses*

### **Nurse**

At the RSSP, there is no full-time nurse on staff. Staff will notify parents/guardians when their student is unwell. If parents/guardians are unresponsive, the staff will attempt to reach a SEDOL nurse but cannot guarantee their availability. The RSSP staff will contact 911 in an emergency, and parents/guardians bear all financial responsibilities for their students.

### **Medication Procedure Overview**

SEDOL School Board Policy 7:270

SEDOL School Procedure 7:270AP

If it is necessary for a student to take medication at school, the Parental Medication Request Form must be completely filled out and signed by the physician and parent. No medications (prescription or over-the-counter) can be given without a physician's order. The medication must be in a current prescription bottle with the student's name, medication name, correct dose, time to be given, and physician's name on it. Non-prescription medication must be in a new, sealed package. Medications will be kept at school until a refill is needed. The school has a refrigerator for medications that need to be kept cold.

### **Parent's Role and Responsibilities for Their Child's Health**

School Board Policy 7:280

In the event that your child's health status changes at school, arrangements for your child's transportation from school to home must be in place. If transportation is not available to parents and/or caregivers, alternative arrangements must be made. All persons listed as

Emergency Contacts must be available to pick up your child from school and must be comfortable caring for him/her. It is expected that any person called to pick up your child will arrive at school within an hour of the initial call from school.

In addition, the school must be informed when there is a change in the phone number of emergency contacts. It is important for the safety and well-being of your child that emergency contact information be kept current throughout the year.

All parents/guardians are expected to inform the front office when there is a change in their child's health status or when there has been a change in the dosage of medications prescribed.

Observe your child for signs of illness: fever, coughing, runny nose, eye discharge, sore throat, swollen glands in the neck, skin rash, unusual pallor, dizziness, nausea, vomiting, diarrhea, aches (such as earache, backache, stomach ache) or pain. If your child exhibits any of these symptoms, please keep him/her home from school. If a child is not feeling well enough to participate in school activities, the parent will be notified to take their child home.

Note: According to the American Academy of Pediatrics 2006 Red Book: Report on Infectious Diseases, a "fever" is defined as a temperature of 100 degrees Fahrenheit or greater. Our district policy concerning students with fevers is that the student cannot return to school until he/she has been fever-free without the use of medication for 24 hours.

Clarification of Physical Restrictions: A statement from one's physician explaining any physical restrictions must be kept on file in the front office for every student requiring special consideration, i.e., casts, crutches, diabetics, heart conditions, seizure disorders, medication, etc. For students to be excused from participation in physical education class because of health reasons for any period longer than three days, they must have a note from their physician.

### **Restroom Break Policy**

Restroom breaks are scheduled into the day at specific times: after arrival but by 9:15 AM, during lunch, and at 1:40 PM. Students need to use the designated restroom breaks to avoid disruptions in the classroom.

Students must have staff supervision when entering the restroom. Typically, one student will enter the restroom at a time unless the supervisor authorizes multiple students. Students should use the restroom promptly and maintain cleanliness during and after use.

Feminine hygiene products are accessible in the restroom at all times, free of charge. Students who prefer to use their supplies can bring their feminine hygiene products to the office in a bag labeled with their name. The office staff will then store the personalized bag in the restroom for the student's convenience.

## State of Illinois Requirements

School Board Policy 7:100

School Board Policy 6:140

Physical Exams and Immunizations: Illinois law requires physical examinations for students entering kindergarten and sixth grade and for new enrollees from outside Illinois. Lead and Diabetes screenings are required parts of the health examination.

A copy of the Illinois Child Health Exam report, signed by a physician and dated within the past 12 months, must be on record with the District or the school nurse. Record of immunizations against measles, tetanus, diphtheria, poliomyelitis and pertussis (whooping cough) must also be present. All fifth grade students are required to have hepatitis B inoculations. If health/immunization records are not in compliance with the Illinois School Code and the report is not received by October 15 of the school year, the student must be excluded from school until the student is in compliance.

Dental Exams: Illinois law requires all students in kindergarten, second grade and sixth grade present proof of a completed dental examination.

Vision Exams: The state of Illinois requires mandatory vision examinations of all students entering school in kindergarten (or grade 1) or transferring from a school outside of Illinois. Please have your optometrist or ophthalmologist complete the State of Illinois Eye Exam Report and return it to your school nurse prior to October 15. If you are unable to obtain the required vision examination, please complete the Illinois Eye Exam Waiver Form, which is available from your school nurse.

The State of Illinois legally requires the RSSP to exclude any students who do not comply with the regulations.

Religious Objection: The parent or legal guardian of a student may object to health examination, immunization, vision and hearing screening tests, and dental examinations for their child on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority.

The objection must set forth the specific religious belief which conflicts with the examination, immunization or other medical intervention. The religious objection may be personal and need not be directed by the tenets of an established religious organization. A general philosophical or moral reluctance to allow examinations will not provide a sufficient basis for an exception to statutory requirements. The local school authority is responsible for determining whether the written statement constitutes a valid religious objection.

Medical Objection: Any medical objection to an immunization must be made by a physician licensed to practice in all branches of medicine. The medical statement must include the student's medical condition and must be endorsed and signed by the physician on the

certificate of child health examination and placed in the child's permanent record. Should the condition of the child later permit immunization, this requirement will then have to be met.

Homeless Child: Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.

Asthma/ Anaphylaxis Medications: In accordance with 105 ILCS 5/22-30 (P.A. 94-0792: effective May 19, 2006) the school will permit, the self-administration of medication by a pupil with asthma or use of an epinephrine auto-injector by a pupil at risk of anaphylaxis.

Concussions and head injuries: RSSP complies with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. (School Board Policy 7:305)

Diabetic Care Plans: In accordance with Care of Students with Diabetes Act (105ILCS 145/1), RSSP requires a diabetes care plan as necessary. (SEDOL School Board Procedure 6:120 AP4, 7:285E1c)

Food Allergies: RSSP adheres to the food allergy guidelines. (105ILCS 5/2-3.149, SEDOL School Board Policy 7:285)

### **CPR-AED Training**

SEDOL Board Policy 4:170

SEDOL Board procedure 4:170 AP6 E1

Parents have an opportunity to view a CPR-AED training video, all are encouraged to take advantage of this resource. This video may be viewed at the following website:

[http://www.isbe.net/asx/2012/hands\\_only\\_CPR\\_081312.asx](http://www.isbe.net/asx/2012/hands_only_CPR_081312.asx)

### **Code of Conduct Overview**

SEDOL School Board Policy 7:170

SEDOL School Board Policy 7:190

SEDOL School Board Policy 7:230

SEDOL School Procedure 7:230 AP

Students are expected to conduct themselves in accordance with School Rules and the behavioral expectations of their AEP while in school. Administration and/or the classroom/intervention team will determine consequences for gross misconduct on an individual basis identified below.

## **Behavioral Expectations and School Rules**

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 at 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.

### **Leader Status**

First Leader Status is obtained by completing twenty (20) consecutive days on the social skills goal sheets that every student in the Regional Safe School Program uses to track daily progress. Additional levels of Leader status can be obtained by completing thirty (30) more consecutive days. Parents will be contacted each time leader status is earned. For specific information on Leader status and earned privileges, refer to the Leader Status information link on the school website.

### **Student Dress Code/Appearance**

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 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.

Exact dress code specifications will be provided to students during the enrollment process and can be found on the website: [roealt34.net](http://roealt34.net). The clothing items required by the Regional Safe School Program dress code can be found at the following stores: Kohls, Target, Walmart, and Old Navy. 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.

### **Transportation**

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.

Program staff will address incident reports on the same day. To resolve the issue that generated the incident report, the bus/cab driver, parents/guardians, and/or the home district liaison may be involved. 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.

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 before the pick-up time and 10 minutes after the pick-up time. The expectation is that when transportation arrives, the student will be 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 at the initial AEP meeting. Missing the bus/cab is an unexcused absence unless you can get your student to school before 9:00 am.

### **Bus/Cab Rules**

The bus /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 following acceptable behavior:

- Students must be picked up and dropped off at their assigned locations.
- Unauthorized stops are not allowed.
- Only school materials and lunch items may be brought onto the bus. Any items left on the bus or taxi will be confiscated and turned in to a staff member.
- Students are to adhere to all student conduct rules and regulations provided by the transportation company and the Regional Safe School Program.



## **Bus Surveillance Policy**

SEDOL School Board Policy 7:220

SEDOL School Procedure 7:220AP

Some buses are equipped with boxes that may contain a video camera. This is for monitoring behavior, safety, and security of all riders. Illinois Law (PA 95-0352) states and allows:

Both visual and audio recordings may be made on the interior of school buses when transportation is provided for any school-related activity. Notice of such recordings will have to be provided to parents and students, be clearly posted on the entrance door and inside the school bus. Recordings must be held confidential and can only be used by school officials and law enforcement personnel for disciplinary actions or prosecutions related to incidents occurring in or around the school bus.

## **Access to Electronic Networks**

SEDOL School Board Policy 6:235

SEDOL Board Policies 6:235AP2, 6:235e2, 6:235-E3,6:235-E4

Electronic networks, including the Internet, are a part of the District's instructional program to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Superintendent or designee shall develop an implementation plan for this policy. Each Building Principal shall act as the 'system administrator' for his or her building. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information retrieved or transmitted via the Internet.

Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Curriculum and Appropriate Online Behavior  
The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students and (2) comply with the selection criteria for instructional materials and library-resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to (1) interacting with other individuals on social networking websites and in chat rooms and (2) cyber-bullying awareness and response. Consistent with the Superintendent's implementation plan, staff members may use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Executive Board's stated goals, and (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for

behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by school officials. Internet Safety Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Principal or designee. The Principal or designee shall enforce the use of such filtering devices. The Principal or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks;
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials;
3. Ensure student and staff privacy, safety and security when using electronic communications;
4. Restrict unauthorized access, including "hacking" and other unlawful activities; and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as names and addresses.
6. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use. All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**Legal References:**

No Child Left Behind Act, 20 U.S.C. §6777.

Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).

Enhancing Education Through Technology Act, 20 U.S.C. §6751

et seq. 47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries. 720 ILCS

135/0.01.CROSS REF.:5:100 (Staff Development Program), 5:170 (Copyright for Publication or Sale of Instructional Materials and Computer Programs Developed by Employees), 6:40 (Curriculum Development), 6:210 (Instructional Materials), 6:230 (Library Resource Center), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Publications)

ADOPTED: September 23, 2004

REVISED: December 20, 2007; September 27, 2012

### **Student Acceptable Use Policy**

All use of the network and Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication.

These guidelines do not attempt to state all required or proscribed behavior by users.

However, some specific examples are provided. The failure of any user to follow the terms

of the Student Acceptable Use Guidelines may result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicates the parties who signed have read the terms and conditions carefully and understand their significance.

### **Terms and Conditions**

- A. Acceptable Use - Access to the District's electronic networks must be for the purpose of education or research and be consistent with the educational objectives of the District.
- B. Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The District Administrators, in consultation with the Technology Coordinator, will make all decisions regarding whether or not a user has his or her privileges denied, revoked, or access suspended at any time.
- C. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
  - b. Unauthorized downloading of content (software, audio, visual, print, images) software, regardless of whether it is copyrighted or free of viruses or malware;
  - c. Downloading copyrighted material without expressed permission from the author of the material;
  - d. Installation or connection of any computer hardware, components, or software;
  - e. Using the network for private financial or commercial gain;
  - f. Wastefully using resources, such as file space and bandwidth including excessive streaming of audio or video;
  - g. Hacking or gaining unauthorized access to files, resources or entities;
  - h. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - i. "Cyber-bullying" (deliberately threatening, harassing, or intimidating any individual or group of individuals);
  - j. Using another user's account or password;
  - k. Posting material authored or created by another without his/her consent;
  - l. Posting anonymous messages;
  - m. Using the network for commercial or private advertising;
  - n. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - o. Using the network while access privileges are suspended or revoked.
- D. 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 information, including the addresses or telephone numbers, of students or staff.
  - d. Recognize that electronic communication via the District network is not private. People who operate the system have access to all electronic communication on the District network. Communication relating to or in support of illegal activities will be reported to the respective authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
- E. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damage the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its service.
- F. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this agreement.
- G. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify a teacher. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log on to the District network as anyone other than yourself will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- H. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, the District network, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- I. Third Party Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, equipment or line costs, or any other purchases.
- J. Electronic Publishing Rules - Electronic publication of staff or student media files without proper written consent and District authorization is prohibited.
- K. Use of personal devices- Personal electronic devices are not allowed to access the District network unless specified in the student's IEP or as part of a device trial for educational purposes, and the ***SEDOL Student Personal Mobile Learning Device Agreement*** has been signed by the student and parent(s)/guardian(s). Use of personal electronic devices not specified on the student's IEP or as part of a device trial will not be granted access to the District network. The District will not be responsible for the safety, security, loss or damage of personal electronic devices the student brings to school. Loss of access to personal devices may occur if the District becomes concerned about its appropriate use.

## **Internet Safety**

- A. Internet access is limited to only those “acceptable uses” as detailed in these procedures.
- B. Staff members shall supervise students while students are using the District network and accessing the Internet to ensure that the students abide by the Terms and Conditions for Internet access contained in this agreement.
- C. Each District computer or device with Internet access is content filtered to block entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee. The District cannot control Internet content filtering on personal devices that utilize private network carriers (ie. cellular phones and other personal 3G/4G devices).
- D. Internet access on the District network is monitored by Information Technology staff.
- E. Students attending in member districts will follow procedures in that district in addition to this agreement.

## **Student Electronic Devices**

SEDOL Board Procedure 7:190-AP5

Sexting encompasses the term *indecent visual depiction* as defined by 705 ILCS405/3-40, assed by P.A. 96-1087, eff. 1-1-11. It defines indecent visual depiction as a depiction or portrayal in any pose, posture or setting involving a lewd exhibition of the buttocks, or if such person is a female, a fully or partially developed breast of the person. Sexting is prohibited and can lead to disciplinary action.

All devices, including cell phones, must be checked in and secured in the main office throughout the school day and returned at the end of the day.

Only students with Leader privileges may use their cell phones at authorized times during the school day, such as lunchtime. Unauthorized use is prohibited. Failure to comply may result in confiscation of the cell phone or device and disciplinary measures consistent with the Behavior Code. Parents may be required to come to the school to retrieve the device, especially if the device is suspected of containing inappropriate content. Additionally, devices may be turned over to local authorities if suspected of containing inappropriate content. If the violation involves using school property, the student may be restricted from using school technology.

## **Behavior Management Overview**

School Board Policy 7:190

School Board Procedures 7:190 AP

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequences when said standards are not met. These are guidelines to be interpreted by specially trained, professional staff members on student educational teams.

Each incident will be considered according to the individual merits of the case. As in any set of regulations concerning procedural operation, it is impossible to specify every possible situation.

School rules published in this handbook are subject to such changes as RSSP or its staff determines may be needed to ensure continued compliance with federal, state, or local regulations, and these rules are subject to such review and alteration as RSSP or its staff determines to be necessary or advisable for the operation of the school.

School Board policy 7:190 and procedures 7:190AP include policy and procedure information, including topics such as hazing, gang activity, reporting of criminal offenses committed by students, isolated time out, physical restraint, electronic devices, and investigation of sexting allegations. Please refer to the policies for complete information.

### **Support Services**

The Regional Safe School 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.

The Regional Safe School Program reserves the right to have the students obtain a counseling assessment from an outside agency and, if determined necessary, follow any and all recommendations made in the assessment AT ANY POINT DURING ENROLLMENT. If the Home School District establishes a requirement, the RSSP will uphold the requirement.

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

### **Physical Restraint**

SEDOL School Board Policy 7:192

SEDOL School Procedures 7:190-AP4

All SEDOL staff are trained in non-violent crisis intervention/CPI. Reasonably necessary physical restraint may be utilized by an RSSP employee to maintain the care, welfare, safety, and security of all students and staff as a last resort when a student's behavior presents a danger to self or others.

Considering the circumstances involved, staff shall utilize physical restraint as a last resort. Any physical restraint will be notified in writing by the parent or guardian.

### **Searches and Seizures**

SEDOL School Board Policy 7:140

School authorities are authorized to search students and their personal effects, as well as district property, to ensure the safety and supervision of students in the absence of

parent(s)/guardian(s), maintain discipline and order in schools, and provide for the health, safety, care, and welfare of students and staff.

Certificated 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 of 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 Regional Safe School Program, searches are conducted each morning when the students enter the building via a metal detector. School staff checks students' binders, outerwear, lunches, and pockets.

### **Student Confiscated Items Policy**

General student supplies are provided by the RSSP. Students can bring only authorized items necessary to complete their assignments to school. Any items that are deemed inappropriate for a positive learning environment will be confiscated by school personnel. When appropriate, additional disciplinary action may be taken if any confiscated items are in violation of the law or the RSSP school policy.

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

All devices, including cell phones, must be checked in and secured in the main office throughout the school day and returned at the end of the day.

### **Weapons**

A student who is determined to have brought one of the following objects to school shall be dismissed from the RSSP and referred back to the homeschool for disciplinary measures according to their board policy and procedures:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C 921), firearm as defined in Section 1.1 of the Firearm Owner Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon, regardless of its composition, a "billy club", or any other object if used or attempted to be used to cause bodily harm, including "look-alike" of any firearm as defined above.

## Substance Abuse Policy

SEDOL School Board Policy 7:190

The RSSP 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, RSSP 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.

1. Under no circumstances shall a teacher be forced to reveal the student's name or any confidential information given during the ombudsman relationship.
2. Without breaking the confidentiality of the ombudsman climate by revealing the child's name, the school staff member shall use his or her best judgment to decide which of these approaches to follow:
  - a. to listen and discuss in confidence the situation as related by the student;
  - b. to consult with the administration, nurse, guidance counselor, and/or mental health personnel (highly recommended); and/or
  - c. consult appropriate in-school or approved out-of-school agencies.
3. The ombudsman relationship shall be broken when a student is seen using and/or possessing drugs; or if, in the best judgment of the staff member, there is an immediate, clear, and present danger to the safety and well-being of the student and/or others. In such instances, the staff member shall contact his supervisor for further instructions.

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), 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 RSSP 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.

### **Disciplinary Measures**

Students who violate the student standards of conduct will be held accountable for their actions. This may require processing an intervention reflection worksheet, parent conference, parent conference with a district representative, or possible removal from the program. The RSSP program may require students attend outside support services in the instance of behavioral infractions. Students who are removed from the RSSP program will have their student placement returned to their home school district for further disciplinary measures (alternative placement, further exclusion, expulsion, etc).

The resident district of a student enrolled in the RSSP has the legal jurisdiction in matters of student suspension. Gross disobedience or misconduct by students in the RSSP may result in a recommendation to the student's district of residence that he/she be expelled.

All discipline at the RSSP reflects an effort to increase student learning and emotional functioning. Discipline may involve counseling, teaching, family meeting(s), mediation, loss of privileges, suspension, and alternative to suspension program involvement, restitution, or contacts with outside agencies including the police.

### **Transportation Holds and Bus Suspensions**

Student's transportation may be held or suspended by the Regional Safe School at any time due to disciplinary issues. Based on the infraction, the student may or may not be allowed to attend school during this time period. Parents/Guardians will be notified of the transportation suspension the day it is implemented.

A conference prior to the student's transportation being placed on hold is not required. The transportation can be immediately placed on hold when the student's presence poses a continuing danger to persons or property, or an ongoing threat of disruption to the educational process. In such cases, a conference with the parent/guardian and/or district may be required prior to the student returning to school.

### **Reciprocal Reporting of Criminal Offenses Committed by Students**

According to the Illinois School Code, the Police Department School Liaison Officer and the School Administration are obligated to verbally report to each other the following activities when committed by a student enrolled in a school:

- Unlawful use of weapons under Section 24-1 of the Criminal Code of 1961.
- A violation of the Illinois Controlled Substances Act.
- A violation of the Cannabis Control Act.
- A forcible felony as defined in Section 2-8 of the Criminal Code of 1961.

The complete policy is available from the Administration upon request.

### **Teen Dating Violence Policy**

SEDOL Policy 7:185

SEDOL board policy prohibits teen dating violence that takes place at school, on school property, at school sponsored events, or in school provided transportation vehicles.

### **Bullying/Hazing Policy**

SEDOL Board Policy 7:180

No person, including a District employee or agent, or student, shall harass, intimidate or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating

conduct, or bullying whether verbal, physical, visual or electronic, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items, depicting or implying hatred or prejudice of one of the characteristics stated above. Supporters (those who encourage bullying) and bystanders (those who observe and do nothing to stop it) may be considered as having roles in bullying situations. Similarly, hazing is defined as any group action or situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule.

Complaints of harassment, intimidation, or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and student that the District will not tolerate harassment, intimidation, or bullying by including this policy in the appropriate handbooks.

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school related activity. The School District will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment and will take disciplinary action against any student who participated in such conduct.

### **Student and Family Rights**

SEDOL School Board Policy 7:340

SEDOL School Board Policy 8:30

SEDOL School Procedure 8:30AP

SEDOL School Board Policy 8:50

SEDOL School Board Policy 7:10

SEDOL School Procedure 7:10AP

### **Student Safety**

SEDOL Board Policy 7:22

SEDOL Board Policy 8:30

The safety of students shall be assured through close supervision of students in all school buildings and grounds. The RSSP will observe the following security procedures:

1. All outside doors will be kept locked.
2. Signs will be posted on all outside doors to direct visitors to report to the office.  
Sign in/out book will be used to monitor building visitors
3. Staff will greet all unknown visitors in the locked foyer of the building.
4. Staff shall report any suspicious strangers loitering near school buildings or seated in parked automobiles nearby, to the principal. The principal shall notify the police if the circumstances seem to warrant it.

## **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 program without the consent and supervision of a staff member, they are eligible for dismissal from the program.

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.

## **Safety Drills**

All students will participate in mandated safety drills in accordance with Illinois School Code (105 ILCS 128/1). Fire and or/law enforcement personnel may be present for these drills.

## **Visitor Guidelines**

SEDOL School Board Policy 8:50

SEDOL Schools encourage parent(s)/guardian(s) to visit their student's school. All visitors are required to show identification upon entering the building. All visitors to the building should call in advance for an appointment time. Former students will be asked to visit with staff after normal school hours.

## **Parental Involvement**

SEDOL School Board Policy 8:95

In order to assure collaborative relationships between students' families, the Executive Board, and District personnel, and to enable parents/guardians to become active partners in their children's education, the Superintendent shall:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.
6. The Superintendent shall periodically report to the Executive Board on the implementation of this policy.

## **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, or threats to the school's faculty, administration, staff, students, and volunteers.

**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.

### **School Visitation Rights Act**

Effective July 1, 1993, the School Visitation Rights Act makes it mandatory for private employer, local governments and school districts to permit unpaid time off from work to attend necessary educational or behavioral conferences at the school where their children attend if the employer employs at least 50 employees (as defined in the Act). However, there are two other special duties that are placed upon school districts. The first is that for regularly scheduled, non-emergency visitations, schools shall make time available for visitation during both regular school hours and evening hours (Section 15-c). The second provision is that each public and private school shall notify parents or guardians of the school's students of their visitation rights (Section 25).

The School Visitation Rights Act is in effect and the text is available for inspection at school offices during regular school hours. If you wish a copy of this Act, please contact the school.

### **Inspection of Instructional Materials**

Parents or guardians of any student may inspect any instructional materials used in the schools. Items for inspection may include Audio-visual materials and electronic material. Call the school for an appointment to view any of these items. The rights concerning the sale or purchase of information relating to children is prohibited under the Children's Privacy Protection and Parental Empowerment Act (325 ILCS 17/1)

## Publicity Release

### Pictures of Unnamed Students

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Building/Program Administrator. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

### Pictures of Named Students

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or deserve special recognition. In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign the consent. Parent/Guardian will be asked to sign SEDOL form #161, publicity release every year.

## Student Records

School Board Policy 7:340

School Districts maintain two types of school records for each student: *permanent* record and *temporary* record. The RSSP 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.

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.

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/guardians or eligible student is specifically informed 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

### **Surveys of Private Information**

In accordance with federal law (Public Law 103-227), students who participate in federally- funded programs (e.g. Chapter 1 remedial reading) are not required to divulge in a survey, analysis or evaluation of any of the following without the prior written consent of their parents or guardians: (1) political affiliations; (2) embarrassing mental or psychological problems; (3) sex behavior and attitudes; (4) illegal, anti-social, self-incriminating and demeaning behavior; (5) critical appraisals of family members; (6) privileged relationships such as those involving lawyers, physicians and clergy; and (7) income (other than as required to determine eligibility for participation in a program or for financial assistance).

### **Student and Family Privacy Rights**

School Board Policy 7:15

Any survey information that is obtained at school will be kept confidential and will not be released without your prior knowledge.

## **Equal Educational Opportunities**

School Board Policy 7:10

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy.

## **Sex Equality**

School Board Policy 7:10

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using SEDOL Board Policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

## **Harassment of Students Prohibited**

School Board Policy 7:20

No person, including a District employee or agent, or student, shall harass, intimidate or bully a student based upon a student's age, marital status, sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, status of homeless, pregnancy, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, visual, or electronic, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation, or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation, or bullying by including this policy in the appropriate handbooks.

## **Sexual Harassment Prohibited**

School Board Policy 7:20

School Board Policy 7:180

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 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.

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

1. A copy of the Student Sexual Harassment Policy and accompanying procedures shall be distributed annually in the Student Handbook and the Staff Handbook.
2. Copies of the Student Sexual Harassment policy may be distributed in other ways as deemed appropriate by the District's administration.
3. 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. Teachers, Certified School Nurses and/or School Social Workers shall obtain and disseminate age appropriate informational materials concerning sexual abuse and harassment.
5. The Nondiscrimination Coordinator should follow the Uniform Grievance Procedures.
6. 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. 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.

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.

### **Nondiscrimination Coordinator**

Name: Dr. Laura Wojcik  
 Address: 18160 Gages Lake Rd  
 Gages Lake, IL 60030  
 Telephone No. 847-548-8470

### **Complaint Manager**

Name: Dr. Laura Wojcik  
 Address: 18160 Gages Lake Rd  
 Gages Lake, IL 60030  
 Telephone No. 847-548-8470

### **Illinois 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>

### **Homeless Children**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public preschool education. A "homeless child" is defined as provided in the McKinney

Homeless Assistance Act and State law. Based on homeless status, as determined by the member district, and eligibility for SEDOL programs, SEDOL will provide appropriate services.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. § 11431 et seq.

105 ILCS 45/1-1 et seq.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions/Eligibility for Services), 7:60 (Residence), 7:1000 (Health Examinations, Immunizations, and Exclusion of Students)

ADOPTED: December 19, 2007

## **Accommodating Individuals with Disabilities**

School Board Policy 8:70

School Board Procedure 8:70 AP

Individuals with disabilities shall be provided an opportunity to participate in all district-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

As used in this policy and any implementing regulations, the term "disability" means an individual who has a physical or mental impairment that substantially limits one or more of the individual's major life activities. The term also includes individuals who have a record of such impairment or who are regarded as having such impairment. Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent is designated the Americans With Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection, for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Principal/Supervisor if they have a disability, which will require special assistance or services, and, if so, what services are required. This notification should occur as far as possible before the district-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

### **Service Animals**

School Board Policy 6:120 AP3

State and federal law allows a student with a disability to be accompanied by a service animal that is individually trained to perform work or tasks for the benefit of a student. The animal may accompany the student to all school functions, whether in or outside the classroom.

### **Curriculum Overview**

SEDOL Board Policy 6:60

SEDOL Board Policy 6:60AP

SEDOL Board Procedure 6:40

SEDOL Board Procedure 6:60

Learning activities will follow the student's course of study as determined at the AEP conference. The student will be presented with a combination of traditional teacher-directed classes, individualized instruction, and independent study through the use of technology delivered learning.

### **Academic Standards**

The student's academic program will be developed to best match the student's current course of study. All grades 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. All academic grades must be above 70% to be considered in good standing.

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.

All work is done through an independent study format with direct teacher assistance through the use of an online curriculum. The student is able to successfully complete a current course of study and earn credit, and/or a student may be able to complete a new course of study and earn credit. Although this format 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 practice opportunities for the student to become a successful student, employee, and 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 | • D 60 - 69    |
| • B 80 – 89  | • F 0 - 59     |
| • C 70 – 79  | • I Incomplete |

**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.
- Using unauthorized internet resources during testing situations.
- 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, including apps or AI-generated material, to research or write an assignment and present the research/writing as one's own.

Plagiarism:

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



Procedure following identified Academic Integrity violation (cheating or plagiarism).

- The Teacher will collect evidence of cheating/plagiarism.
- Social skills feedback will be recorded on the student's goal sheet.
- A "Request for Social Skills Intervention" form will be submitted.
- The principal will be notified of the incident.
- The student will fail any test or exam due to an academic integrity violation.
- The teacher will notify the parent of the incident.
- As needed, the principal may request a conference, including the parent and home school district liaison.
- All relevant records will be updated and maintained (i.e., intervention files, AEP, grade books, etc.).

## **Physical Education**

SEDOL Board Policy 7:260

SEDOL Schools participate in a state-required physical education program. The program's focus is on encouraging teamwork, sportsmanship, problem-solving skills, positive peer relations, and physical fitness.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. State law prohibits a board from honoring parental excuses based on a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

As the RSSP lacks a gym, students earn all physical education credits through teacher-led instruction of an online curriculum.

## **Social Skills Curriculum**

The RSSP implements a socio-emotional curriculum with all students via a social skills advisory class. Students earn grades through active participation and attendance during the advisory period. In conjunction with social skill goal sheet averages, this grade is used to determine a student's social skills success in the program.

The curriculum for the social skills advisory class is aligned with the state Socio-Emotional Learning standards and is designed to increase students' personal and social awareness to demonstrate self-management, positive decision-making skills, and responsible behaviors in school and their community. Instructional materials are organized into thematic units that develop a student's knowledge, encourage students to apply concepts, and 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 and gaining an understanding of the significance of school attendance to academic success.

- Develop self-awareness of personal strengths and weaknesses, using 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, experience success, and make productive contributions within school and community contexts.
- Apply social awareness and interpersonal skills to socially appropriate interactions that show respect for self, peers, and adults in school and the community.
- Establish self-management skills that support mental, emotional, social, and physical wellness to experience success in school and life.
- Develop coping skills, such as appropriate verbal and nonverbal communication and active listening skills, to manage anger and express emotions, resolve conflicts, and correctly identify and respond to stressors in an appropriate and respectful manner.

### **Grade Reports/Progress Reports**

Grade Reports are populated on the student/parent portal Orbund at the end of terms (quarters for middle school students and semesters for high school students).

- AEP updates can be viewed through the Orbund portal.
- Teachers post weekly grades on the Orbund portal.
- Formal 6 Week Reviews are also published on the Orbund portal. These reviews will include the student's current grades, social skills goal percentages, attendance data, intervention referral data, and comments from staff.

### **Graduation**

SEDOL Board Policy 6:300

Graduation requirements are identified on each student's Alternative Education Program (AEP). Each student will complete the graduation requirements as determined by their home district and may receive an official diploma from their district.

### **Transition Plan/Review**

In order to successfully transfer back to the home school district, the student must meet the Regional Safe School Program's expectations. Failure to meet the Regional Safe School Program expectations may result in the student's timeline being extended.

Prior to the student's transition, the Regional Safe School Program and the home school district may 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 Regional Safe School Program staff to finalize the plan.