

# *Regional Safe School Program of Lake County*



## **New Student Orientation Guide 2023-2024**

300 Center Drive, Suite 108  
Vernon Hills, IL 60061  
847-872-1900  
[www.roealt34.net](http://www.roealt34.net)

## Table of Contents

<b>General Information</b> .....	3
<b>Overview</b> .....	3
<b>Vision</b> .....	3
<b>Mission</b> .....	3
<b>Nursing &amp; Medical</b> .....	3
<b>Medication Procedure Overview</b> .....	3
<b>Attendance Rules</b> .....	4
<b>Notification of Absence</b> .....	4
<b>Excused/Unexcused Absences</b> .....	4
<b>Emergency School Closing</b> .....	6
<b>Breakfast and Lunch Programs</b> .....	6
<b>Student Dress Code / Appearance</b> .....	7
<b>Behavioral Expectations and School Rules</b> .....	9
<b>Parent &amp; Student Standards for Conduct</b> .....	9
<b>Student Substance Abuse Policy</b> .....	10
<b>Transportation</b> .....	11
<b>Bus/Cab Rules</b> .....	12
<b>Transportation Holds and Bus Suspensions</b> .....	12
<b>Searches and Seizures</b> .....	12
<b>Student Confiscated Items Policy</b> .....	13
<b>Academic Standards</b> .....	13
<b>Academic Integrity</b> .....	13
<b>Grade Reports/Progress Reports</b> .....	14
<b>Social/Emotional Curriculum</b> .....	14
<b>Support Services</b> .....	15
<b>Transition Plan/Review</b> .....	15
<b>Student Records</b> .....	15

## **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 in order to empower them for the future.

## **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.

### **Medication Procedure Overview**

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 physicians 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**

If your child's health status changes at school, arrangements for your child's transportation from school to home must be in place. Alternative arrangements must be made if transportation is unavailable to parents and/or caregivers. All persons listed as Emergency Contacts must be available to pick up your child from school and be comfortable caring for him/her. Any person called to pick up your child is expected to arrive at school within an hour of the initial call from the school.

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 them 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.*

## **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 calendar for the Regional Safe School Program. A copy of the current school year calendar is available on our website: [roealt34.net](http://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:

1. Notify the Regional Safe School Program *before 8:15 am* (email: [rsspoffice@sedol.us](mailto: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.

## **Excused/Unexcused Absences**

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, determines if an absence is excused or unexcused.
3. If a student is absent from school due to the observance of a religious holiday, that student will have an equal opportunity to make up any school requirements missed due to absence. (SEDOL procedure 7:80AP)

4. Other absences, which arise due to appointments or other circumstances, will be evaluated on an individual basis at the discretion of the administration.
5. 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 misses 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.
- Absences that exceed three consecutive days due to illness will require a doctor's note upon the student's return to the program.

#### Court Appearances

- The parent/guardian is to notify the principal or principal's designee prior to the court date.
- The student is to present verification of the court appearance to the principal or principal's designee upon returning to the program.

#### Religious Holidays

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

#### Family Vacations and/or Trips

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

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

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

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

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

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

left the building. Students must be dismissed to the care of a parent, guardian or other parent-designated adult.

### **Non-Student Attendance Days**

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

### **Emergency School Closing**

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

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

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

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

View All Current Information on our website: [www.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 take into account every circumstance. We can best protect the safety and welfare of all students if parents decide what is best for their student.

### **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.

#### Sack Lunch Expectations:

- The student will have access to a refrigerator to store food items and a microwave (lunch only) to heat food items that have been brought from home.
- As space is limited, the student is asked to carry all breakfast and lunches in a small sack or carrier with his/her name written on the outside of the sack/container.
- Drink containers are limited to sealed cans, sealed plastic bottles, or juice boxes; no glass bottles. A drink container with a broken seal will be discarded.
- You may bring plastic spoons and/or forks, no metal flatware.

- Students may only have candy in sealed wrappers. Gum is not candy, therefore, not allowed.
- Any food containers left in the building will be discarded according to sanitation practices.

#### Student Lunch Behavior Expectations:

- Students will leave their areas clean and neat by cleaning their tables, pushing in their chairs, and keeping the microwaves and countertops clean. Trash will be placed in the waste receptacle.
- Students are discouraged to share their home brought meals with other students.
- Lunch time is meant to be a time of relaxation and socialization for all students. Students may talk about school appropriate topics. English is the only language that will be spoken at lunch or during the school day.
- For safety and monitoring purposes students are to remain in the seat they chose at the beginning of lunch unless directed to another seat by staff.
- All program procedures continue to be implemented and all students continue to be monitored during lunch time.

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

In compliance with the Illinois School Code Section 10-22.25b, the 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:

1. **Clothing in General:** All clothing must be worn in the manner and for the purpose it is designed. Clothes must be clean and neat. Students must be able to pass undetected through the metal detector. Students are not allowed to use any part of their attire to show gang affiliation or drug references (including but not limited to colors, logos, and/or designs). All clothing must be free of lewd, vulgar, or inappropriate designs, images, and/or references.
2. **Modesty:** Skin must be covered from collar to knees and all undergarments must not be visible.
3. **Masks:** Masks are optional. If worn, masks must be plain in color, disposable or made of cloth without exhalation valves. Students must wear the mask over their nose and mouth and secure it under their chin. No other types of face covering such as bandanas, scarves, or gaiter sleeves.
4. **Shirt or Top:** Solid color top with sleeves, no patterns, designs, or hooded tops. All shirts, sweaters, and sweatshirts must conform to the modesty expectation above. Students may not wear hooded tops during the school day.
5. **Pants:** Only full-length pants, no pajama pants, shorts, or skirts. Pants must be a solid color or plain jeans and must fit around the natural waistline.

6. **Shoes:** Closed-toe shoes at all times. Sneakers or tennis shoes are preferred, including high tops. Shoes with gang-related symbols or designs, heels, steel-toed footwear, sandals, slides, or slippers are not allowed.
7. **Hats, Scarves, & Gloves:** May be worn outdoors only and must be placed inside your coat/jacket in the designated area. These items may not represent any gang affiliation or inappropriate content.
8. **Coats & Jackets:** Coats and jackets must be checked upon arrival at the building and stored during the school day, unless participating in an outside event.
9. **Hair:** Hair must be appropriately cut and groomed in a presentable fashion. Bobby pins, barrettes, metal hair ornaments, scarves, do-rags, and bonnets may not be worn.
10. **Nails:** Short nails are preferred for safety and health reasons. Nails must be appropriately groomed/cut to allow for functional use of classroom materials. Nails must not bring undue attention to the individual or must not disrupt the educational environment.
11. **Jewelry:** Students may wear stud piercings only. Any body piercing that presents a safety issue or sets off the metal detector will not be allowed. Dangling earrings, necklaces, chains, watches, bracelets, and rings are not allowed.
12. **Tattoos:** Tattoos must not pose a disruption or safety concern at school. Students must cover any tattoos that are obscene, sexual, derogatory, gang- or drug-related symbols or words.
13. **Makeup:** Makeup is allowed to be worn in moderation and must not bring undue attention to the individual or must not disrupt the educational environment. Excessive/distracting makeup will be considered a dress code violation. Makeup, other than lip balm in a plastic applicator, is not allowed to be brought to school.
14. **Additional Supplies:** Any required personal hygiene products may be carried to school in a brown paper bag with the student's name on the outside of the bag. Students are not allowed to bring over the counter medications, lotions, sprays, perfume or cologne, or hair products to school.
15. **Items not allowed:** Belts; pajama pants; sunglasses; headgear; watches, chains, pins, or jewelry of any kind; heavy keychains; cell phones, electronic devices, backpacks, purses, wallets, brushes or combs, and gum.
16. **Money:** Students are not allowed to carry any cash.

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.

## **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 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.

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

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

## **Parent & Student Standards for Conduct**

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

**Students:** Students will communicate with others in a way in which people do not feel fear, 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.

If a student cannot 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 require a conference with his/her parent/guardian and program staff before 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.

## **Student 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 with 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. to 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, and dismissal from the program. Parent(s)/guardian(s) will be called to retrieve any student who refuses to comply with the screening request.

**Screening** is defined as a ten panel drug test. This will be done through urine collection by certified program staff. The ten panel screen will be completed by a certified laboratory; the laboratory will provide the 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.

### **Transportation**

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

Incident reports will be addressed the same day by program staff. It may be necessary to involve the bus/cab driver, parents/guardians, and/or the home district liaison to resolve the issue that generated the incident report. In the event of illegal and/or significantly disruptive behavior, the student may be returned to the 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 prior to the pick-up time and 10 minutes after the pick-up time. The expectation is when transportation arrives, the student is outside waiting at the designated pick-up location. If transportation is late, do not contact the RSSP. You (parent or student) should call the transportation number provided to you at the initial AEP meeting. Missing the bus/cab is an unexcused absence, unless you can get your student to school prior to 9:00 am.

### **Bus/Cab Rules**

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

- Students are to be picked up and dropped off at their assigned locations.
- Un-Authorized Stops are not allowed.
- Only school materials and lunch items are to be brought onto the bus. Any items left on the bus/taxi will be confiscated and turned into a staff member.
- Students are to adhere to all student conduct rules and regulations provided by the transportation company as well as the Regional Safe School Program.

### **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.

### **Searches and Seizures**

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

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 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. The search consists of checking students' binders, outerwear, lunches and pockets by school staff.

### **Student Confiscated Items Policy**

Students are allowed to bring to school only those items listed on the Student Supplies List. Any items that are deemed as 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 the following items: 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.

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

### **Academic Standards**

All work is done through an independent study format with direct teacher assistance through the use of an online curriculum. The student is able to complete a current course of study and earn credit successfully, 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 the completion of all deficiencies.

#### Grading Scale:

- A 90 – 100
- B 80 – 89
- C 70 – 79
- F 69 – 0
- 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.).

#### **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.

#### **Social/Emotional Curriculum**

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

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

## **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.

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

## **Student Records**

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