

ROE #3

Alternative High Schools



Student Handbook

2022-2023

Aspire
1901 S 4th Street
Effingham, IL 62401
217-342-2865

New Approach
1500 West Jefferson
Vandalia, IL 62471
618-283-9311

Revive
1100 Old Route 66 N
Litchfield, IL 62056
217-229-4320

www.roe3.org

TABLE OF CONTENTS

ROE #3	1
ALTERNATIVE HIGH SCHOOLS	1
2022-2023	1
WWW.ROE3.ORG	1
TABLE OF CONTENTS	2
WELCOME MESSAGE TO ROE #3	8
ALTERNATIVE HIGH SCHOOL STUDENTS	8
REGIONAL OFFICE OF EDUCATION #3 STAFF	10
GENERAL INFORMATION	12
<i>MISSION STATEMENT</i>	12
<i>PHILOSOPHY</i>	12
<i>GOALS</i>	12
<i>ADMINISTRATION AND ORGANIZATION</i>	12
<i>TEACHER QUALIFICATIONS</i>	13
<i>PLACEMENT AND ENROLLMENT POLICY</i>	13
<i>SCHOOL PROGRAM</i>	13
<i>CARNEGIE UNITS</i>	13
<i>SCHOOL RULES AND POLICIES</i>	15
<i>ABSENCES AND TARDINESS</i>	15
<i>ACADEMIC PROBATION</i>	17
<i>ACOMMODATING INDIVIDUALS WITH DISABILITIES</i>	17
<i>ACCOMMODATING STUDENT PARENTS</i>	17
<i>STUDENTS WHO CHOOSE TO BREASTFEED AN INFANT AFTER RETURNING TO SCHOOL ARE PROVIDED REASONABLE ACCOMMODATIONS. A STUDENT WHO IS A NURSING MOTHER MAY TAKE REASONABLE BREAKS DURING THE SCHOOL DAY TO EXPRESS BREAST MILK OR BREASTFEED HER INFANT. REASONABLE ACCOMMODATIONS INCLUDE, BUT ARE NOT LIMITED TO:</i>	17
<i>ALLERGIES</i>	18
<i>STATE LAW REQUIRES OUR SCHOOL DISTRICT TO ANNUALLY INFORM PARENTS OF STUDENTS WITH LIFE-THREATENING ALLERGIES OR LIFE-THREATENING CHRONIC ILLNESSES OF THE APPLICABLE PROVISIONS OF SECTION 504 OF THE REHABILITATION ACT OF 1973 AND OTHER</i>	

<i>APPLICABLE FEDERAL STATUTES, STATE STATUTES, FEDERAL REGULATIONS AND STATE RULES.</i>	18
<i>ANIMALS ON SCHOOL PROPERTY</i>	18
<i>ARRIVAL AND DEPARTURE PROCEDURES</i>	20
<i>CARE OF FURNITURE, BUILDING, AND GROUNDS</i>	21
<i>COMMUNICABLE DISEASES</i>	22
<i>CREDIT</i>	22
<i>PROFICIENCY, NON-DISTRICT EXPERIENCES,</i>	22
<i>COURSE SUBSTITUTIONS AND ACCELERATED PLACEMENT</i>	22
<i>DIABETES</i>	23
<i>DIRECTORY INFORMATION & SCHOOL RECORDS</i>	24
<i>DISCIPLINE</i>	27
<i>DRESS CODE</i>	32
<i>EDUCATION OF CHILDREN WITH DISABILITIES</i>	33
<i>ELECTRONIC DEVICES</i>	33
<i>EMERGENCY INFORMATION</i>	37
<i>EQUAL OPPORTUNITY AND SEX EQUITY</i>	38
<i>EVERY STUDENT SUCCEEDS ACT</i>	38
<i>EXAM POLICY</i>	39
<i>EXTENDED ABSENCES – HOME & HOSPITAL INSTRUCTION</i>	39
<i>FIELD TRIPS</i>	43
<i>FISCAL MANAGEMENT</i>	43
<i>FORGERIES/PLAGIARISM</i>	43
<i>GUIDANCE AND COUNSELING</i>	45
<i>HEAD LICE POLICY</i>	46
<i>HOME AND HOSPITAL INSTRUCTION</i>	46
<i>HOMELESS CHILD’S RIGHT TO EDUCATION</i>	46
<i>HOMEWORK</i>	47
<i>HOME AND HOSPITAL INSTRUCTION</i>	47
<i>IMMUNIZATION, HEALTH, EYE & DENTAL EXAM</i>	47
<i>INTERNET ACCEPTABLE USE</i>	48
<i>LOITERING</i>	50

MAKE-UP WORK.....	51
MALE/FEMALE RELATIONSHIPS	51
MANDATED REPORTERS.....	51
MEALS – BREAKFAST & LUNCH	51
MEDICATION ADMINISTRATION.....	53
NEW ADDRESS AND/OR PHONE NUMBER	54
NON-SCHOOL SPONSORED PUBLICATIONS & WEBSITES.....	55
GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS.....	55
PARKING.....	57
PERMISSION TO LEAVE SCHOOL.....	58
PESTICIDE APPLICATION NOTICE.....	58
PROFANITY.....	59
SAFETY DRILL PROCEDURES & CONDUCT.....	59
SCHEDULE CHANGES.....	59
SCHOOL CLOSINGS	59
SCHOOL SPONSORED PUBLICATIONS, PRODUCTIONS & WEBSITES	59
SCHOOL STUDENT RECORDS	60
SEARCH AND SEIZURE	63
TEEN DATING VIOLENCE PROHIBITED.....	68
SEX OFFENDER NOTIFICATION LAW	68
SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAW.....	69
SEX EDUCATION.....	69
STANDARDIZED TESTING.....	70
SUBSTITUTE TEACHERS	72
SUICIDE	72
SUSPENSION/EXPULSION	72
SHORT TERM OUT-OF-SCHOOL SUSPENSION (1-3 DAYS) REPORTING FORM.....	73
LONG TERM OUT-OF-SCHOOL SUSPENSION (4-10 DAYS) REPORTING FORM.....	75
TEXTBOOKS	77
THEFT	78
TRANSPORTATION.....	78
TRUANCY.....	79

VIDEO AND AUDIO SURVEILLANCE.....	80
VIOLENT OFFENDER COMMUNITY NOTIFICATION.....	80
VISITORS.....	80
VOLUNTEERS.....	82
WAIVER OF STUDENT FEES - FINES, FEES, & CHARGES.....	82
WELLNESS POLICY.....	83
WITHDRAWAL FROM SCHOOL.....	84
WORKBOOKS & LAB FEES.....	84
WORKING RELATIONS.....	84
COURSE DESCRIPTIONS.....	84
<i>Accounting</i>	84
<i>Adult Living I & II</i>	84
<i>Advanced Biology (Biology II)</i>	84
<i>Algebra I</i>	85
<i>Anatomy & Physiology</i>	85
<i>Applied Math</i>	85
<i>Art I & II</i>	85
<i>Biology</i>	85
<i>Career Explorations</i>	85
<i>Chemistry</i>	85
<i>Child Development</i>	85
<i>Consumer Education</i>	85
<i>Consumer Math</i>	85
<i>Earth Science (GSI)</i>	86
<i>Economics</i>	86
<i>English I</i>	86
<i>English II</i>	86
<i>English III</i>	86
<i>English IV</i>	86
<i>Family Living</i>	86
<i>General Business</i>	86
<i>Geography</i>	87

<i>Health</i>	87
<i>Illinois History</i>	87
<i>Information Processing (Computer Applications)</i>	87
<i>Integrated Algebra (Algebra ½)</i>	87
<i>Keyboarding</i>	87
<i>Life Skills</i>	87
<i>Lit For Living</i>	87
<i>Math II</i>	88
<i>Math III</i>	88
<i>Office Management</i>	88
<i>Parenting</i>	88
<i>Physical Science (GSII)</i>	88
<i>Psychology</i>	88
<i>Resource Management</i>	88
<i>Sociology I</i>	89
<i>Sociology II</i>	89
<i>Speech</i>	89
<i>U.S. Government</i>	89
<i>U.S. History</i>	89
<i>World Affairs (Problems)</i>	89
<i>World History</i>	89
OKAW AREA VOCATIONAL CENTER	89
<i>Auto Body Repair</i>	90
<i>Automotive Mechanics</i>	90
<i>Commercial Art</i>	90
<i>Criminal Justice and Corrections</i>	90
<i>Drafting/Computer-Aided Drafting</i>	90
<i>Electronics</i>	90
<i>Food Service</i>	91
<i>Health Occupations</i>	91
<i>Machine Shop</i>	91
<i>Model Office</i>	91

Power Mechanics.....91
Welding.....91

WELCOME MESSAGE TO ROE #3 ALTERNATIVE HIGH SCHOOL STUDENTS

Welcome to ROE 3 Aspire, New Approach and Revive Alternative High Schools! We look forward to working with all our students and families on this journey of being a lifelong learner. Much of what we learn in life comes from the way that we work through our experiences and grow as a result of both the good and bad things that happen to us along the way. We work hard to instill the following principles into our daily lives:

- To work not just for grades, badges, and honors, but to discover truth and to grow in knowledge of the world, to acquire a greater understanding of mankind, and to better serve our community.
- To believe in the benefits of labor, to be glad to do one's share of it, and to be proud of the skills learned in the doing.
- To play just as wholeheartedly as we work, but remembering that play is for recreation and an increased joy in living rather than strictly for competition.
- To want to lend a hand to the community willingly, and not expect the community to pay us back.
- To combat prejudices caused by differences in economic, political, racial, and religious backgrounds and to help make the world a better place by putting ourselves in others' places before we act or judge.
- To work together in a true collaborative relationship, stressing the community and its need for the cooperation of all.

If you try hard to do your best every day, your opportunities will expand. Expanded opportunities bring more chances for successful experiences. Your success starts with trying hard each and every day. Accept the challenge. It's what makes life great!

Julie Wollerman

Regional Superintendent of Schools – Bond, Christian, Effingham, Fayette, & Montgomery Counties

Welcome! It is our goal to make this year a pleasurable and educational one for you and your family. We know that you can be a successful student. Our staff believes that education requires hard work on our part **and** yours. We expect nothing but the best from our students. On the occasion that you don't do your best, admit to your shortcomings, make the necessary amends, and move on. Education is the sum of three main pieces: school, home, and you! Our staff is prepared to help you build your team to achieve your personal success. Remember, your choices, your consequences. Get ready to be challenged - accept the responsibility to do more for yourself and succeed!

Laura Benhoff, Principal, New Approach Alternative High School
Kristin Charlesworth, Principal, Revive Alternative High School
Amber Kidd, Principal, Aspire Alternative High School

*ROE #3 does not discriminate in its educational programs nor employment practices on the basis of race, color, sex, national origin, or handicap.
This program is funded with 6% federal dollars.*

2022 – 2023 School Calendar

August 16, 2022	Students First Day
September 2, 2022	SIP, 11:30 dismissal
September 5, 2022	Labor Day, No School
October 7, 2022	Teachers Institute
October 10, 2022	Columbus Day, No School
October 24, 2022	2nd Quarter Begins
October 27, 2022	SIP, 11:30 dismissal & PM Parent/Teacher Conferences
October 28, 2022	AM Parent/Teacher Conferences; No Student Attendance
November 8, 2022	No School - Election Day
November 11, 2022	Veterans Day, No School
November 18, 2022	SIP, 11:30 dismissal
November 23 - 25, 2022	Thanksgiving Break
December 21, 2022 - January 2, 2023	Christmas Break
January 3, 2023	Teacher Institute
January 4, 2023	3rd Quarter Begins
January 13, 2023	SIP, 11:30 dismissal
January 16, 2023	MLK Jr Day, No School
February 17, 2023	SIP, 11:30 dismissal
February 20, 2023	Presidents Day, No School
March 2-3, 2023.....	Teacher Institute
March 13, 2023	4th Quarter Begins
March 24, 2023	SIP, 11:30 dismissal
April 6-10, 2023	Spring Break
April 20, 2023	PM Parent/Teacher Conferences
April 21, 2023	AM Parent/Teacher Conferences, No Students
April 28, 2023	SIP, 11:30 dismissal

REGIONAL OFFICE OF EDUCATION #3 STAFF

Regional Superintendent - Julie Wollerman Assistant Regional Superintendent – Annette Hartlieb

Central Office	
Fayette County Office (Home County):	1500 W. Jefferson St. Vandalia, IL 62471 618-283-5011; FAX 5013
Bond County Office:	207 N. 2 nd Suite A Greenville, IL 62246 618-664-0121
Christian County Office:	210 S. Webster St., Taylorville, IL 62568 217-824-4730; FAX 2464
Effingham County Office:	101 N. 4th Rm. 204 Effingham, IL 62401 217-342-4363 FAX 3577
Montgomery County Office:	203 S. Main St. Hillsboro, IL 62049 217-532-9591 FAX 5756
Division Administrator:	Jill Wright
Effingham County Administrative Assistant:	Sarah Lin
Fayette County Administrative Assistant:	Dawn Rosborough
Christian County Administrative Assistant:	Sarah Huckstead
Montgomery Co. Administrative Assistant:	Shay Jones
Truant Officer & SCAT Coordinator:	Julie Morell
Truant Officer:	Cathy Jones
Health/Life/Safety Inspector	Dean Keller
Technology Specialist:	Mark Drone
Technology Director:	Tyler Charlesworth
Youth Education Services Division	
New Approach Alternative HS; FOCUS Safe Schools Program; AIM; RAP	1500 W. Jefferson, Vandalia, IL 62471 618-283-9311 FAX 9339
Aspire Alternative HS; TriStar Academy; AIM	1901 S. Fourth St., Suite 215, Effingham, IL 62401 618-342-2865
Revive Alternative HS; Phoenix Safe Schools Program	1100 Old Rte. 66N, Litchfield, IL 62056
Principal – Vandalia site:	Laura Benhoff
Principal – Effingham site:	Amber Kidd

Principal – Litchfield site:	Kristin Charlesworth
TriStar Academy Safe School Program Instructor:	Theresa Coker
Aspire Alternative High School Instructors:	Rachel Koester, Katalyn Bourgeois, Lindsey Buck
Student Support Specialist – Effingham site:	Emily Nelson
Paraprofessional:	Brandi Roley
FOCUS Safe School Program Instructors:	Katie Tate
New Approach Alternative High School Instructors:	Whitney Voyles, Beth Pichaske, Leilani Deem
Student Support Specialist – Vandalia site:	Kaci Reiss
Revive Alternative High School Instructors:	Jordan Emery, Teresa Eilers
Phoenix Safe School Instructor:	
Student Support Specialist – Raymond site:	Kaitlyn Cook
Paraprofessional:	Andrea Rhoades
Regular Attendance Program (RAP) Attendance Specialists:	Natalie Hall, Sondra Templeton, Megan Goodman
Office Operations Administrative Assistants for sites:	Paula Wright, Meredith Yard, Mandy Einhorn
Learning Express Program Director:	Paula White
Learning Express Recruiter	Caroline Kimbro
Learning Express Parent Educators & Advocate:	Lesley Keel, Callie Smith, Sadie Ruholl, Madison Jones, Jen Vitale, Michelle Marley, Lisi Blake, Coral Christian
Educational Services Division	
Division Location:	1500 W. Jefferson Vandalia, IL 62471 618-283-5011 FAX 5013
MVP Program Coordinator	Angela Reeter
Grants Coordinator:	Annette McClintock
Program Assistant:	Mary Adams
Instructional Coach/Trainer:	Joe Vanzo
Area V MVP Family Resource Specialist:	Savannah Holthaus

GENERAL INFORMATION

This handbook is by no means all-inclusive of the rules necessary to effectively run a school. Any conduct detrimental to school, safety, and/or the educational process at school or directly relating to the functions of the school and its policies will be dealt with immediately and effectively to restore the school environment. This handbook is not a contract and is subject to change. These rules are not all inclusive and new rules may be adopted or changes made as needed. Failure to follow or adhere to school rules can result in dismissal from New Approach or Aspire Alternative High School.

MISSION STATEMENT

Our mission is to be the best place for our students to learn and grow. We want our students to learn the skills necessary so they may be successful wherever they choose to go. The teaching staff provides opportunities for growth through individualized teaching and behavior programs that emphasize the positive traits of each student while providing direction and feedback on areas that need to improve.

PHILOSOPHY

The Alternative High School philosophy is a belief in the natural ability and flexibility of children. It is our belief that the at-risk child can be taught the importance of consistent education, and learn its effect on the wellness of the child's present and future life. Furthermore, no student should be allowed to fail when true effort is put forth.

GOALS

The purpose of the Alternative High School is to provide a setting in which students may achieve academic success when he/she becomes unable to perform in a traditional school setting. It is our goal to provide an environment that allows a student to maximize his/her academic potential so that a student may:

- ✓ Master academic skills
- ✓ Re-enter regular high school
- ✓ Graduate from high school
- ✓ Obtain a GED
- ✓ Acquire employability skills
- ✓ Start a career path
- ✓ Become successfully involved in the community
- ✓ Understand and become a good citizen for the community

ADMINISTRATION AND ORGANIZATION

Youth Education Services, a division of the Regional Office of Education for Bond, Christian, Effingham, Fayette, and Montgomery Counties, was formed in August 1993. Its initial goal was and remains to be to provide area dropouts with an optional education program. The decision to develop an alternative high school was the result of a needs assessment conducted by the six Bond-Fayette district superintendents and their principals during the 1992-93 school year. At several meetings during that year, school administrators and several network agencies listed the desire to *serve the dropout population* as a major goal. A truancy intervention program (RAP) was added to the project in 1995. Each year, a group of administrators, teachers, parents, agency contacts, counselors, business representatives, clergy, and other community members meet and review area youth's needs and how this project can best serve them.

Youth Education Services (YES) is administered by Julie Wollerman, Regional Superintendent of Schools for Bond, Christian, Effingham, Fayette, and Montgomery Counties. It is currently composed of five parts: the New Approach, Revive and Aspire Alternative High Schools; Alternative In-school suspension Mandate (AIM); the Regular Attendance Program (RAP); the FOCUS, Phoenix

and TriStar Academy Safe Schools Programs; and the Learning Express Early Childhood Program. The YES division is funded by federal, state and local grants, General State Aid, and home school district cooperation.

TEACHER QUALIFICATIONS

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State licensure requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

PLACEMENT AND ENROLLMENT POLICY

Any student from one of the cooperating districts may be referred to the Alternative High School. The Alternative High School accepts students 14 to 21 years of age who have completed at least one semester of high school and exhibit one or more of the following criteria:

- ✓ Dropped out of high school – no longer attending the traditional school
- ✓ Exhibiting signs of truancy – absent without valid cause
- ✓ Academically behind age-appropriate grade level
- ✓ Social or discipline problems at school leading to academic failure
- ✓ Mental/social problems leading to academic failure
- ✓ Others

As space becomes available, referred students are interviewed by staff to ensure a successful enrollment is possible. Parent/guardian, home school staff, and other involved agencies are required at this intake interview. Accepted students are those who show a genuine desire to continue their education. These students will take responsibility for past mistakes and look positively for future success. They will be prepared to commit themselves to receiving an education. Enrollment is limited so a waiting list is maintained. ***Enrollment is not guaranteed and an invitation to enroll may be revoked based on student behavior, lack of attendance or as deemed by the Principal.***

SCHOOL PROGRAM

- ◆ 8:30 A.M. to 2:15 P.M.; 30 minute lunch period. Lunch and breakfast available on site.
- ◆ Individual program, so students need only to attend the hours they need
- ◆ Okaw Area Vocational Center classes are available at the Vandalia site
- ◆ Bus transportation available at home school's discretion
- ◆ Students are referred through several sources; after application and screening process, students may be invited to attend the Alternative High School. **Invitations can be revoked if student fails to follow school rules or program guidelines.**

CARNEGIE UNITS

120 hours = 1 credit

60 hours = 1/2 credit

Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Substitutions for Required Courses

Vocational or technical education; registered apprenticeship program. A student in grades 9- 12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses or a registered apprenticeship program if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.
3. The home district honors the credit.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies and must have prior approval from the principal and home district.

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SCHOOL RULES AND POLICIES

ABSENCES AND TARDINESS

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS¹, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

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

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

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

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

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

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services. © 2022 IPA

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. (© 2018 IPA School Handbook Subscription Service)

1. Students will be allowed **5 absences** (excused and/or unexcused) per semester. On the day of an absence, parents should call the school and report why their student is absent from school. Students that have been referred to the Regional Office of Education for truancy intervention services or to the truant officer will not be allowed the 5 parent verifiable absences. These students will be required to have a court or doctor's statement to validate the absence for the remainder of the school year. **Please note: students who are late to school or leave school early by more than 15 minutes but less than 2.5 hours will be counted as a ½ day absent.** **FUNERALS:** Students are urged to pay their respects in the home, funeral home, or church, out of school hours unless it is for the passing of immediate family. Students attending a funeral must present a parental permission slip in advance of absence from school.
2. The returning student is required to bring a signed note from the parent or guardian or appropriate medical/funeral personnel explaining the absence. Without the parental note and phone call, the absence will be considered unexcused thus affecting a student's ability to make up missed work. Students will be allowed 5 parental notes per semester.
3. After 3 unexcused absences in a semester, the following procedure will begin:
 - ◆ 4th absence – parent will be called; student may be referred to the Attendance Officer
 - ◆ 5th absence – a parental meeting will be called.
 - ◆ Additional absences will call for further services and may result in dismissal from the program.
4. Policy renews every semester.

If it is anticipated a student will be absent for an extended period of time due to medical treatment, etc., parents should contact the principal to make necessary arrangements so the absences may be pre-approved and student may continue to be enrolled at the Alternative High School. **Each**

situation will be dealt with on an individual basis and all decisions are made at the principal's discretion.

An appeals process for removal from the program is available. Students and parents interested in appealing the decision of student removal should contact Regional Superintendent of Schools Julie Wollerman at 618/283-5011. An appropriate advisory board will be convened to discuss individual cases.

Tardy Policy – A student who is late to the start of school by 15 minutes or less is considered tardy. The tardy policy is set by the classroom teachers. Continued tardiness can result in being dropped from a class, ineligibility from exam exemption, or dismissal from the Alternative High School.

ACADEMIC PROBATION

Students who fail two or more classes during a term will be placed on academic probation for the remainder of the current term and/or following term. The student must improve by failing no more than one class to discontinue academic probation. Failure to do so can result in removal from the Alternative High School.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

ACCOMMODATING STUDENT PARENTS

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.

2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator

ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 283-9311, (217) 229-4300 or (217) 342-2865.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

ANAPHYLAXIS

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

ANIMALS ON SCHOOL PROPERTY

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

ANNUAL PARENTAL NOTICE OF EDUCATIONAL TECHNOLOGY VENDORS UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

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ARRIVAL AND DEPARTURE PROCEDURES

Students are to enter the school building and proceed to the appropriate classroom immediately after their arrival. Upon dismissal, students are to leave the building and parking lot in a reasonable and orderly fashion. No loitering outside of the school building is permitted before or after school.

BULLYING, INTIMIDATION, AND HARASSMENT

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or 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 **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, 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.

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

Nondiscrimination Coordinator:

Julie Wollerman
1500 West Jefferson
Vandalia, IL 62471
618-283-9311

Complaint Managers:

Laura Benhoff
1500 West Jefferson
Vandalia, IL 62471
618-283-9311

Kristin Charlesworth
1100 Old Route 66 N
Litchfield, IL 62056
217-229-4320

Amber Kidd
1901 S. 4th Street
Effingham, IL
217-342-2865

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

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. © 2021 IPA School Handbook

CARE OF FURNITURE, BUILDING, AND GROUNDS

Chewing gum, writing, and carving can ruin the appearance of everything. Paper on the floors mars the appearance of the school. It is the duty of each person to cooperate 100 percent in caring for our facilities. Students are responsible for cleanup of the general school area and building. This

includes but is not limited to general cleaning, dusting, sweeping, etc. Taking pride in the appearance of the classroom and the school is essential in establishing a pleasant, wholesome atmosphere.

COMMUNICABLE DISEASES

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

CONCUSSION

A student who exhibits signs, symptoms, or behaviors consistent with a concussion during physical activity will be removed from participation or competition at that time. A student who has been removed from an activity for a possible concussion or head injury may not return to that activity unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that activity, the student may not return to play or practice until the student has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

CREDIT

Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.²
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.

² High schools are required to inform all 11th and 12th grade students of dual enrollment and dual credit opportunities at public community colleges for qualified students. This information may be placed in the student handbook or another location.

6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. © 2021 IPA School Handbook

DIABETES

Care of Students with Diabetes:

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Authorization to Provide Diabetes Care:

As provided by the Care of Students with Diabetes Act, I hereby authorize ROE #3, Alternative Education Programs and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, _____, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the School is provided with the most up-to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release of information about my child's diabetes and treatment by my child's health care provider(s), _____, to representatives of ROE #3, Alternative Education programs. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, _____, and who may need to know this information to maintain my child's health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature*: _____ Date: _____

*Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by Section 45 of the Care of Students with Diabetes Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.

For further information, please contact the Building Principal.

DIRECTORY INFORMATION & SCHOOL RECORDS

The following information will be designated as “Directory Information” under the Family Educational Rights and Privacy Act (FERPA) and will be the information that is disclosed when requested: student name, address, and telephone number.

Unless you advise the school office that you do not want any or all of this information released, school officials may release personally identifiable information that has been designated as “directory information”. *Upon receiving written notice from parents/guardians or eligible students objecting to disclosure, this information will not be released without the prior consent of the parent guardian or eligible student.*

Such directory information may be requested by post-secondary institutions, prospective employers, and military recruiters.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

1. The right to inspect and copy the student’s education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript. 3

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a 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/guardian or student serving on an official-committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.⁴

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

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

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

DISCIPLINE

Student discipline will be handled according to the guidelines set forth in this handbook. Rules may be amended or adopted as needed to provide a safe learning environment. A teacher, aide or other staff member providing a related service for or with respect to a student may use reasonable force as needed to maintain safety for the other students, school personnel or persons for the purpose of self-defense or the defense of property. Thus, a staff member may remove a student from the classroom for disruptive behavior. This shall not include slapping, paddling, or prolonged maintenance of students in physically painful positions nor shall it include the intentional infliction of bodily harm.

Prohibited Student Conduct

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

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

that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
- 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- 14. Entering school property or a school facility without proper authorization.
- 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an

- emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
 17. Being involved with any public-school fraternity, sorority, or secret society.
 18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
 20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
 21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

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

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

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited. ©2022 IPA

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction

of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

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

Discipline of Students with Disabilities

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of

Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

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

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DRESS CODE

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, pajamas, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. This determination will be made by the principal.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Any student found in violation of these guidelines will be offered a chance to call home for alternative clothing or be provided with such. Any student refusing to comply shall be subject to appropriate disciplinary action. Repeated violations will be considered a disruption of the classroom and may result in a student's removal from school.

EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. Students and families should consider that placement with Aspire or New Approach Alternative High schools may not provide the appropriate special education services and should thoroughly research their options before committing to either. (© 2018 IPA School Handbook Subscription Service)

ELECTRONIC DEVICES

Upon arrival, all students will turn in cellular devices. The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

- 1st Offense – Device confiscated, returned at end of day, and parent called
- 2nd Offense – Device confiscated and mandatory parent meeting
- 3rd Offense – Possible dismissal

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. The student may be required to share the content that is reported in order to allow school officials to make a factual determination. © 2022 IPA

ELECTRONIC NETWORKS – ACCEPTABLE USE

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

Terms and Conditions

The term *electronic networks* include all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;

- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette - The user is 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 messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the electronic networks to be private property.

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 damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet,

or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks 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 system administrator and Building Principals shall monitor student Internet access.

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EMERGENCY INFORMATION

Each student is asked to complete an emergency information form. This form must have at least two contacts other than the parent/guardian who can be reached in case of emergency. This information must be kept current. Please inform the school of any changes immediately.

ENGLISH LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact your building principal. © 2021 IPA School Handbook

ENROLLMENT POLICY

The ROE #3 Alternative High School is designed to serve at risk students who meet one or more of the following criteria:

- Dropped out of school
- Chronic truant or truant
- Experiencing other factors putting the student at risk of dropping out of school

Students are invited to attend the ROE #3 Alternative High School. Such invitation can be rescinded by the principal if the student fails to follow schools rules, attend regularly, or otherwise impede their own and/or the rest of the class's educational success.

EQUAL OPPORTUNITY AND SEX EQUITY

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

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 or parent/guardian with a sex equity or equal opportunity concern should contact their site principal. © 2021 IPA School Handbook

EVERY STUDENT SUCCEEDS ACT

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website

IV. Parent & Family Engagement Compact

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances.

VI. Student Privacy

Students have certain privacy protections under federal law.

VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure 12:60.

VIII. Homeless Students

For further information on any of the above matters, please contact the building principal.

EXAM POLICY

All students are expected to take semester exams. Students can be exempt from an enrolled class semester exam by meeting the following requirements:

- B average for class
- 3 or less absences for the semester
- 5 tardies or less

EXTENDED ABSENCES – HOME & HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Upon returning to school, the student shall submit a doctor's note that authorizes her return. Failure to complete home assignments or return to school may result in the student's removal from school.

EXTRACURRICULAR ATHLETIC ACTIVITIES CODE OF CONDUCT

Requirements for Participation in Extracurricular Athletic Activities

A student must have the following fully executed documents on file in the school office before being allowed to participate in any extracurricular athletic activity.

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant.
2. A permission slip to participate in the specific sport or activity signed by the student's parent/guardian; and
3. Proof the student is covered by medical insurance; and
4. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
5. A signed agreement by the student's parent/guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

Eligibility

Selection of members or participants in extracurricular athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular athletic activities, a student must maintain an overall ____ grade point average. Any student failing to meet academic requirements will be suspended from the sport or activity for ____ calendar days or until all academic requirements are met, whichever is longer. (Refer to home district rules)

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular Athletic Code. In the case of a conflict between IHSA [or] IESA and this Extracurricular Athletic Code, the most stringent rule will be enforced.

Absence from School on Day of Sport or Activity

A student who is absent from school after noon is ineligible for any sport or activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach: 1) for a pre-arranged medical absence; or 2) for a death in the student's family. A student who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by school officials.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday sports and activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

All students must travel to sporting events and activities and return home from such events with the team on which the student participates by use of school approved means of transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the sport or activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Any student found to be in violation of this rule will be subject to discipline in accordance with the Extracurricular Athletic Code of Conduct.

Code of Conduct

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. This Code of Conduct will be enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors for students in extracurricular athletic activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations and a student may be excluded from sports or activities while the school is conducting an investigation regarding that student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the student assistance program regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

- Violate the school rules and district policies on student discipline;
- Use a beverage containing alcohol (except for religious purposes);
- Use tobacco in any form;
- Use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
- Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
- Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
- Act in an unsportsmanlike manner;
- Vandalize or steal;
- Haze or bully other students;
- Violate the written rules for the activity or sport;
- Behave in a manner that is detrimental to the good of the group or school;
- Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
- Falsify any information contained on any permit or permission form required by the activity or sport.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

- a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all sports or activities for one of the time periods described below:
 - A specified period of time or percentage of events, competitions, or practices;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.

- b. Sanctions for alcohol and other drug violations will be based on the following:

First violation

- Use, possession, buying, selling, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student successfully completes a school-approved chemical awareness program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, possession, buying, selling, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any activities, the student must successfully participate in and complete a school-approved alcohol and other drug abuse assessment and follow all recommendations from that assessment.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, possession, buying, selling, bartering, or distributing: A suspension from extracurricular activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular activities during this period.

7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the building principal.

All students remain subject to the district's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

Drug and Alcohol Testing Program

The District maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular athletic activity. Failure to sign the district's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is positive, the student may not participate in sports or activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume sports and activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the district policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

FISCAL MANAGEMENT

The Alternative High School is audited annually by the Illinois State Board of Education, and follows their guidelines and recommendations. Expenditures are made by the Principal, paid and recorded by the bookkeeper, and approved by the Regional Superintendent.

FORGERIES/PLAGIARISM

Forgeries and plagiarism of any type are unacceptable. Students will receive appropriate consequences and parents will be notified. Additional forgeries could result in removal from school.

GRADING

Grading System - Grade & Percentage:

A+ = 98-100	B+ = 87-89	C+ = 77-79	D+ = 67-69
A = 94-97	B = 83-86	C = 73-76	D = 63-66
A- = 90-93	B- = 80-82	C- = 70-72	D- = 60-62
			F = 0-59

Grading System – Letter Grade Conversion:

A+ = 12	B+ = 9	C+ = 6	D+ = 3
A = 11	B = 8	C = 5	D = 2
A- = 10	B- = 7	C- = 4	D- = 1
			F = 0

- ◆ Each quarter grade percentage will be converted to the above scale.
- ◆ Each quarter grade will be doubled.
- ◆ Each semester test (final exam) will count only once.
- ◆ **If a student fails both quarters in a semester OR one quarter plus the final exam, he/she automatically fails the semester.**

EXAMPLE:

	First Quarter	Second Quarter	Final Exam
Grade percent	92%	75%	66%
Converted to letter	A-	C	D
Converted to points	10	4	2
Quarter grade doubled	2 x 10	2 x 5	1 x 2
Total Points	20	10	2

$$20 + 10 + 2 = 32$$

Total (32) divided by 5 = 6.4; rounded to 6 = C+ for final grade.

A portion of all classroom grades will allow daily attendance. Irregular attendance will directly affect a student's grade in a negative manner.

GRADUATION REQUIREMENTS

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

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

State Mandated Graduation Requirements

- (a) Four years of language arts.
- (b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
- (c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
- (d) Two years of science.

- (e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
- (f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
- (g) One semester of health education.
- (h) Physical education classes.
- (i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
- (j) Nine weeks of consumer education.
- (k) For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements. © 2022 IPA School Handbook Subscription Service

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

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

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

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

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver. © 2020 IPA School Handbook Subscription Service

GUIDANCE AND COUNSELING

The school provides guidance and counseling program for students. The school's counselor, teacher, or principal are available to those students who require additional assistance. When necessary, the home school may also provide additional guidance or counseling services.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors

and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

HEAD LICE POLICY

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

1. Parents are required to notify the school principal if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school staff and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

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HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The school's homeless liaison can assist you in finding assistance for difference needs. Contact the school principal for more information.

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

Home and Hospital Instruction

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction.

IMMUNIZATION, HEALTH, EYE & DENTAL EXAM

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year⁵ will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving

a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

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INTERNET ACCEPTABLE USE

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

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 State or federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet,

or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail – The E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- e. Use of the electronic mail system constitutes consent to these regulations.

LOITERING

There will be no loitering on school property or those properties adjoining the school. Students are welcome to visit at school in the building but not outside in the parking lot or adjacent lots. A closed campus is enforced. Once a student arrives on school grounds at the beginning of the school day (by bus, car, bike, or walking) a student will not be allowed to leave campus until the end of the day. Students should enter the classroom immediately upon their arrival. At the end of the school day, students should leave the building and grounds directly.

MAKE-UP WORK

It is the responsibility of each student to arrange for make-up work. This should be done immediately upon the return to school from an absence. Students who have justifiable reasons for absences, such as illness or accident, and whose probable absence will extend beyond three days should notify the Principal immediately. Students who have an unexcused absence will be allowed to make-up work for 80% credit. The date such assignments are due will be determined by the principal. Students should expect very few days to make-up work for an unexcused absence.

Incomplete grades will be carried over for two weeks into the next grading period only if the person has suffered from a severe illness or accident. The Principal can require a doctor's note for proof of injury or illness.

MALE/FEMALE RELATIONSHIPS

It is often most embarrassing to both students and faculty to observe open displays of affection between students at school. Hand holding, kissing, leaning against one another, and the like are out of place and will not be tolerated. Students found guilty of breaking this policy shall face possible removal from school.

MANDATED REPORTERS

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

MEALS – BREAKFAST & LUNCH

There will be designated time for breakfast immediately upon arrival and 30 minutes provided for lunch. You may bring a lunch or purchase one through school. Students who bring food to school should make sure all beverages have been unopened. This includes drinks brought for times other than lunch. No opened beverages will be allowed into the building. Lunch delivery from outside sources is at the discretion of the principal and is strongly discouraged. Students who experience financial hardship and are eligible for free or reduced price meals will be provided with a school lunch. Students purchasing lunch will need to bring money for at least one week in advance. Our lunches are purchased through Vandalia/Effingham Community Schools. Each student is responsible for keeping their account current. Please make checks payable to ROE #3. For costs, contact the school secretary at 618/283-9311 or 217/342-2865. Please note, accounts left with a remaining balance of \$10.00 or more will be refunded by check and those under \$10.00 will be notified.

Unpaid Meal Fee Policy

ROE #3 Youth Education Services recognizes the important link between proper nutrition and academic success. The purpose of this policy is to establish a consistent district procedure for charging meals when students do not have money to pay, preventing meal charges, and ensuring eligible children are certified for free and reduced-price school meals.

Charging meals:

Because hunger is an impediment to learning, no child shall be denied a school meal because of an inability to pay. Children will be served a meal that meets the U.S. Department of Agriculture nutrition standards for school meals.

Preventing meal charges:

To ensure that all eligible families are certified for free and reduced-price school meals, the school nutrition department shall:

- provide all households with school meal applications prior to the start of the school year and/or include instructions for completing online school meal applications;
- provide school meal applications in the primary language of the parent or guardian and provide assistance with completing an application for any household that requests assistance;
- promptly utilize data provided by the state or other school district officials to certify eligible children without an application; and
- assure that any child for which the school district is not able to obtain a completed school meal application, but becomes aware of their eligibility for free or reduced-price school meals shall be certified based on an application submitted by the appropriate school official, as permitted by USDA guidance.

To ensure that households are aware of negative account balances and the potential to accrue meal debt, the school nutrition department will:

- send out low balance notices prior to students needing to charge meals;
- notify and/or work with principals, school counselors, and/or teachers to understand the student and parent's situation and if a school meal application is needed; and
- notify parents of negative balances.

Collecting unpaid meal debt:

All communication regarding unpaid meal debt shall be directed at parents or guardians. Prior to contacting households regarding unpaid meal debt, the school district shall ensure that the student is not participating in the Supplemental Nutrition Assistance Program (SNAP), the Temporary Assistance for Needy Families (TANF) program, or other federal programs, which would confer categorical eligibility for free school meals, or is not homeless, migrant, or in foster care, and would allow them to be certified without an application.

Any household with a negative school lunch account balance shall be contacted immediately by school nutrition staff by email, phone, or letter home to provide information on how to apply for free or reduced-price school meals or to add funds to the school nutrition account.

- For households that cannot afford to pay their school meal charges, the school district will work with them to establish a payment plan. Households that are subsequently certified for free or reduced-price school meals at a point later in the school year shall not immediately be required to repay school meal debt accrued in that school year. The school district will submit retroactive claims for any meals charged to the household from the date of application to the date of certification, to the extent allowed by USDA guidance.
- Unpaid meal amounts that continue to grow and reach the threshold of \$250 will be turned over to the small claims court.

MEDICATION ADMINISTRATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of

undesigned medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. © 2019 IPA School Handbook

Diabetic Students:

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- e. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- f. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- g. Sign the Diabetes Care Plan.
- h. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

Food Allergen Students:

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 283-9311 or (217) 342-2865.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

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NEW ADDRESS AND/OR PHONE NUMBER

Any student who moves to a new address or has a change of phone number should report this change to the school secretary immediately.

NON-SCHOOL SPONSORED PUBLICATIONS & WEBSITES

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district. © 2022 IPA

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.

6. Students must not distribute material that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use;
 - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
 - f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7. © 2022 IPA

PANDEMIC OR OTHER HEALTH IMPAIRMENT SCHOOL OPERATIONS

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.

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

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PARKING

Students may park their vehicles in the lot designated between the hours of 8:00 AM – 2:15 PM. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated for staff are for school staff, personnel, and others designated by administration. These lots **MAY NOT** be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

PERMISSION TO LEAVE SCHOOL

Students who desire to leave school due to an emergency, illness, or doctor's appointment must secure permission from the Principal, preferably before 8:30 A.M. In case a student becomes ill, he/she should secure permission from the Principal to leave with the student's parent/guardian. **THE STUDENT WHO DELIBERATELY LEAVES SCHOOL WITHOUT PERMISSION AUTOMATICALLY SUSPENDS HIMSELF/HERSELF, AND WILL BE COUNTED ABSENT.** In no case will a student be allowed to leave school during a school day without signing out. Students who wish to leave school in a manner other than they arrived must have a note from his/her parent.

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Laura Benhoff, Principal, 618/283-9311 or Amber Kidd, Principal, 217/342-2865. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

PHYSICAL EDUCATION EXEMPTION

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

PROFANITY

Profanity is unacceptable at the school site or during the school day even when off site. This includes hand and body gestures. Consequences will be determined by the classroom teacher and reviewed by the Principal.

RELATED SERVICE LOGS

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request. © 2019 IPA School Handbook

SAFETY DRILL PROCEDURES & CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students. (© 2018 IPA School Handbook Subscription Service)

SCHEDULE CHANGES

Schedule changes are not allowed, except for those cases of absolute need. All necessary changes must be made within the first seven school days of the first and second semester. A schedule change can only be made with the approval of the Principal.

SCHOOL CLOSINGS

In the event that school should be closed due to weather, building problems, or any other reason, an announcement will be broadcast on radio stations WPMB, Vandalia; WGEL, Greenville; and WCRC, Effingham. This includes early dismissals. School closings will also be announced on KMOV-TV Channel 4 and KSDK Channel 5 as well as the school's website www.aep.fayette.k12.il.us or facebook.

SCHOOL SPONSORED PUBLICATIONS, PRODUCTIONS & WEBSITES

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District or an expression of Board policy. © 2022 IPA

SCHOOL STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the

record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript. 6

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the

parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5.The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6.The right to prohibit the release of directory information.

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7.The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.⁷

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written

request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8.The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.

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

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

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

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SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students Searches

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

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

School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

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SEXUAL ABUSE, GROOMING BEHAVIORS, & BOUNDARY VIOLATIONS AWARENESS & PREVENTION

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior

- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

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

Warning Signs of Grooming Behaviors

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

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

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students

- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

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

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student

- Making comments about a student’s physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

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

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SEXUAL HARRASSMENT & TEEN DATING VIOLENCE

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity⁸; 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, sexual, or visual, 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, sexual violence, 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.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:

Julie Wollerman
1500 West Jefferson
Vandalia, IL. 62471
618-283-5011

Complaint Managers:

Laura Benhoff
1500 West Jefferson
Vandalia, IL 62471
618-283-9311

Kristin Charlesworth
1100 Old Route 66 N
Litchfield, IL 62056
217-229-4320

Amber Kidd
1901 S. 4th Street
Effingham, IL
217-342-2865

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Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAW

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/
Illinois Murderer and Violent Offender Against Youth Registry,
www.isp.state.il.us/cmvo/
Frequently Asked Questions Concerning Sex Offenders,
www.isp.state.il.us/sor/faq.cfm

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SEX EDUCATION

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

SOCIAL NETWORKING PASSWORDS & WEBSITES

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system. Social networking website does not include electronic mail.

STANDARDIZED TESTING

All students will be periodically tested to measure and encourage their academic progress. Specifically, students will be pre-tested as they enter our programs with the Test of Adult Basic Education. All students will be post-tested at least once with the same test each year. A minimum of 40 class hours must be achieved between pre- and post-tests. Other tests such as the Prairie State Achievement Exam, the Illinois Student Achievement Test, PARCC, etc. will also be administered as prescribed by the Illinois State Board of Education or student's home school.

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their student to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

STUDENT PRIVACY PROTECTIONS

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.

6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal. © 2022 IPA

SUBSTITUTE TEACHERS

A substitute teacher is an important employee whose impressions of our school will be carried into the community. Let us be certain that we are polite, helpful, and considerate to the substitutes, as you would be to your regular teacher. Not behaving in a responsible manner will result in immediate consequences.

SUICIDE

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can be obtained from the school office.

SUSPENSION/EXPULSION

In accordance with Section 10-22.6 of The School Code a student committing acts of either misconduct or gross disobedience, the student's right to education experiences may be temporarily withheld. It should be noted that the school may not deprive a student of his/her right to educational experiences without due process of law. **A student is entitled to procedural due process and must be allowed to present a defense to explain the circumstances of his/her actions and/or to prove innocence.**

SUSPENSIONS

A suspension may not exceed ten (10) school days and a student may be suspended prior to an informal hearing being held. The United States Supreme Court opinion (Gross v. Lopez), 419 U.S. 565, 1975, has held that prior to a suspension, the following procedures must be observed:

1. The official executing the suspension must give the student oral or written notification of the charges and evidence to support the charges.
2. Any student who denies the charges must be given the opportunity to present an explanation with the suspending school official. The suspending school official must then inform the student whether or not the suspension will follow and be enforced.
3. The Supreme Court opinion also stated that a student whose presence poses a continuing danger to persons, property, or an ongoing threat of disruption of the academic process may be immediately removed from school.

In addition to those procedures required by the Supreme Court, Section 10-22.6 of The School Code outlines the following in regard to suspension procedures:

1. A student may be suspended by the Principal.
 - The student's parents/guardians must be notified of the suspension immediately by the Principal.
 - The parents/guardians must also receive a full statement of the reason for the suspension, a notification of the number of days of the suspension. (Not to exceed ten school days.)
 - The parents/guardians must receive a notification of their right to seek a formal review of the suspension.
2. At the parents/guardians request, the school administration will review the suspension.
 - The student may be represented by an attorney (at his/her own expense).
 - The student, parent or representative has the right to question the person who made the decision to suspend, the right to present and question witnesses, and the right to put forward a defense.
3. If requested by the student, parent or representative, a record will be kept of the proceedings.
4. All references to a student's suspension are placed in the student's temporary record, **which shall be destroyed within 5 years after the student has transferred, graduated or permanently withdrawn from school. If the penalty concerns drugs, weapons, or bodily harm, that record shall remain for the five years.** (Section 50-1, The School Code)

Please note:

1. A suspension is not to exceed ten (10) school days.
2. Students may make up work missed during the suspension for 100% credit.
3. A student may be suspended before an informal hearing is held.
4. A student may be suspended from the school bus, following the same procedures as required in any other suspension. It should be noted that the school bus driver cannot suspend or remove a student from the bus except as a safety measure in cases of immediate harm or disruption.
5. If the formal hearing results in a decision favorable to the student, all references concerning the suspension must be removed from the student's records and the student must be allowed ample time to make up any school work that he/she missed.

Short Term Out-of-School Suspension (1-3 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

Student

Incident Date

Student handbook rules and/or Board policy violated:

Date and time of pre-suspension conference with student:

(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)

Date(s) of suspension: _____

Date student is eligible to return to school:

Description of incident: *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

Rational for the specific for duration of the suspension:

It has been further determined that: *(At least one of the following must be completed.)*

I. Your child's continued presence at school poses a threat to school safety. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

II. Your child's continued presence at school poses a disruption to other students' learning opportunities. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Upon returning to school, your child will be given an opportunity to make up work missed during the

suspension for equivalent academic credit.

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to *(insert name and address of the superintendent)*.

Building Principal Date

Long Term Out-of-School Suspension (4-10 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a school district to provide the following information to a parent/guardian of a child who is being suspended from school due to an act of gross disobedience or misconduct.

Student Incident Date

Student handbook rules and/or board policy violated: _____

Date and time of pre-suspension conference with student:

(If this conference was not held because the student's conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)

Date(s) of suspension:

Date student is eligible to return to school:

Description of incident: *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

Rational for the specific duration of the suspension:

It has been further determined that: *(At least one of the following must be completed.)*

I. Your child’s continued presence at school poses a threat to the safety of other students, staff or members of the school community. Due to the egregious nature of your child’s conduct (i.e., physical harm, violence, threat) and/or the history or record of your child’s past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

II. Your child’s continued presence at school substantially disrupts, impedes or interferes with the operation of the school. Due to the egregious nature of your child’s conduct (i.e., physical harm, violence, threat) and/or the history or record of your child’s past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. To this end, the following available and appropriate behavioral and disciplinary interventions have been exhausted: *(List all behavioral and disciplinary interventions and resources previously utilized to address the student’s behavior or indicate if there are no appropriate and available interventions and resources. Examples of behavioral and disciplinary interventions include but are not limited to any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FIB), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)*

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Your child will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit in accordance with School District policy.

Students who are suspended out-of-school for longer than four (4) days must be provided with appropriate and available support services during the period of suspension. The following support services are appropriate and available to your child: *(Note that this requirement only applies to*

students who are suspended out-of-school for 5 through 10 school days. List all support services or indicate if no support services are appropriate and available.)

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to (insert name and address of the Superintendent).

Building Principal

Date

EXPULSIONS

An expulsion is removal from school for more than 10 consecutive days. In expulsion cases, the following procedures are mandated by Section 10-22.6 of The School Code.

1. The student and the student's parents/guardians must be notified by registered or certified mail of the reasons for the recommended expulsion, including a full statement of the reasons for dismissal, the length of the expulsion and the date, time and place of the hearing. Please note that the expulsion does not take place until after the hearing.
2. At the hearing,
 - The student may be represented by an attorney at his/her own expense.
 - The student, parent, or representative has the right to question the person who made the recommendation to expel, to present evidence, to call and question witnesses, and to make a personal statement.
 - If requested, a record of the proceedings will be kept.
 - If a hearing officer is appointed by the New Approach or Aspire Alternative High School administration, the hearing officer shall report to the administration a written summary of the evidence heard at the hearing. After the hearing or upon receipt of the written report of the hearing officer, the administration may take appropriate action.

Please note:

1. An expulsion is removal from school for more than 10 consecutive days
2. All references to a student's expulsion are placed in the student's temporary record, which shall be destroyed within five (5) years after the student has transferred, graduated, or otherwise permanently withdrawn from school. **If the penalty concerns drugs, weapons, or bodily harm, that record shall remain for the five years.** (Section 50-1, The School Code).

TEXTBOOKS

Each student will be assessed a book fee of \$40.00 at the time the student first enters classes. These fees may be waived in the event of financial hardship. An additional charge will be made for

lost books or excessively damaged books. The Alternative High School assumes no responsibility for lost or stolen books.

THEFT

Students caught stealing will be removed from school and turned over to the proper law enforcement agencies.

TRANSPORTATION

Transportation to the Alternative High School may be provided by the home high school district out of courtesy to the student. The student is expected to abide by the rules set forth by the home district. The home high school does not have to provide transportation and if a student misbehaves on the bus, the home district has the right to suspend or remove the student from riding the bus. If a student is suspended/removed from the bus, it is the parent's responsibility to transport that child to the Alternative High School. Below is a partial listing of general bus conduct rules that should be followed for all bus riders.

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.

13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Home District's School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact your AEP principal.

If you need to ride on a different bus or if you wish to get on or off at a stop other than your regular one, you must give the driver written permission from a school authority. A school authority will only give such permission after receiving written permission from the student's custodial parent. School busses do not run according to student convenience. Deviations from a student's regular bus routine should be avoided except for emergency purposes.

These rules are approved by the Safe Schools Program staff and they will be enforced. These are general rules and they do not preclude the establishment of additional rules by individual drivers.

TRUANCY

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. (© 2018 IPA School Handbook Subscription Service)

VIDEO AND AUDIO SURVEILLANCE

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

VIOLENT OFFENDER COMMUNITY NOTIFICATION

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

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

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

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

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

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

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VISITATION RIGHTS ACT

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request. © 2019 IPA School Handbook

VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. All volunteers must undergo a background check. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

WAIVER OF STUDENT FEES - FINES, FEES, & CHARGES

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line. © 2022 IPA School Handbook Subscription Service

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack. (© 2018 IPA School Handbook Subscription Service)

WELLNESS POLICY

School Wellness

ROE #3 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn.

The purpose of this policy is to ensure a school environment that promotes and supports student health and wellness and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, Illinois School Code and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

Each program will:

- 1) Comply with the policy
- 2) Make a copy of the policy available to the community on an annual basis through copies or online.
- 3) Provide communication of policy progress and implementation.

Goals for Nutrition Education & Promotion Goals:

- School will support and promote good nutrition for students.
- Students shall receive nutrition education that is coordinated within the health education curriculum. The curriculum shall be consistent with and incorporate relevant Illinois Learning Standards.
- School will foster the positive relationship between sound nutrition, physical activity and the capacity of students to develop and learn.

Goals for Physical Activity:

- Schools will support and promote an active lifestyle for students.
- Health and physical education courses will foster the development of movement skills, enhance health-related fitness, increase students' knowledge, offer cooperative learning, and encourage healthy habits and attitudes for a healthy lifestyle and incorporate Illinois Learning Standards.
- Students will participate in physical education, unless otherwise exempted.
- The physical education program shall encourage families as partners in providing physical activity beyond the school day.

Nutrition Guidelines for All Foods During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture.

In addition:

- Competitive food sales will be restricted during meal periods.
- All ISBE rules will be complied with.
- Food and beverage marketing will be prohibited.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program and all applicable state and local laws and regulations.

Monitoring

The Regional Superintendent shall be charged with the operational responsibility for ensuring that the schools meet the local wellness policy requirements.

Community Input

The Regional Superintendent or designee will invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, school administrators, and the public.

Recordkeeping

Adequate records shall be maintained in compliance with the Wellness policy.

Updated & Revised 8/5/19

WITHDRAWAL FROM SCHOOL

When a student transfers back to his/her home school, or withdraws from the Alternative High School, he/she should first pay any and all fees due to the school. Failure to do so may result in the delay of student paperwork.

WORKBOOKS & LAB FEES

Students are assessed a fee for workbooks and lab fees. Fees charged are dependent upon which courses are taken.

WORKING RELATIONS

ROE #31 holds intergovernmental agreements with the twenty school districts in Bond, Christian, Effingham, Fayette, and Montgomery Counties. These agreements are on file at the school. Aspire and New Approach maintain working agreements with various agencies and community organizations through good public relations and interagency committees.

COURSE DESCRIPTIONS

All courses and curriculum are designed to adhere to the Illinois State Learning Standards.

Accounting

Students will study the complete accounting cycle for small and large businesses organized as proprietorships, partnerships, and corporations. Cycle includes the use of journals, ledgers, the worksheet, and the preparation of financial reports.

Adult Living I & II

This course will emphasize adult functions and responsibilities whether married or single. It will teach knowledge, skills, and attitudes needed by individuals and families as they carry out multiple roles in the home, community, and places of employment. In addition, the course will deal with the American economic system and the management skills needed to deal with budgeting, purchasing, and investing.

Advanced Biology (Biology II)

Second level of biology offered. Students are provided more in depth investigations into organisms, living systems, genetics, ecosystems, ecology, and anatomy.

Algebra I

This course is a study of the fundamental structure and foundation of algebra. Topics discussed will include: various methods of solving linear and quadratic equations, polynomials and their applications, graphing techniques, operations using rational expressions, problem solving techniques, and operations with radical expressions. Students must be able to add, subtract, multiply, and divide real numbers without the use of a calculator in order to achieve success.

Anatomy & Physiology

Science course designed for juniors and seniors. Biology I and/or Biology II is pre-requisite. Course will take an in-depth look into the make-up of the human body, as well as it's functions.

Applied Math

This class will concentrate on math skills such as percents, graphs, units of measure, geometry, and includes an introduction to algebraic concepts. It is designed to help the student develop self-confidence in his/her mathematical abilities before continuing to a higher level.

Art I & II

The course is a basic introduction to art. Coursework will include history of art and classroom projects.

Biology

Students will be given the opportunity to study different plants and animals, stressing the interrelationship of all their organs and life functions so as to emphasize the unity of life. A systematic study of the kingdoms will be made to show the relations of all living things.

Career Explorations

This class will challenge the student to convert the things that interest them into a satisfying career. The student will accomplish this through evaluating themselves. This will be done by determining what their interests, values, and ideal life-style is. Once they know their interests, the student will then explore the many career areas best suited for them and develop an individual career plan.

Chemistry

Child Development

This course deals with the physical, mental, social, and emotional development of the child from birth through five years of age. Also, the course includes discussion in regards to pregnancy and childbirth.

Consumer Education

This course is designed to meet instructional standards in consumer education as mandated by the Illinois School Code. Units of study include: installment purchasing, consumer credit, budgeting, price comparison, savings and investments, insurance, taxes, money management, advertising, recreation, participation in the job interviewing process, and resume writing proficiency.

Consumer Math

This course will allow students to combine basic math skills, critical thinking skills, and problem solving techniques to solve problems that consumer's face each day. Concepts are presented through concrete experiences and real-world situations.

Earth Science (GSI)

The student will understand the fundamental concepts, principles and interconnections of the life, physical and earth/space sciences. The four branches of earth science will be studied in depth.

Economics

The course is designed to apply basic economic principles to social issues people are or will be facing in their lives. It will also take a close look at macro versus micro economics and how economics affects large groups versus the individual, as well as the business versus the personal.

English I

Students study the basic elements of grammar. This includes sentence structure, proper use of punctuation, and parts of speech. Composition exercises include enhancement of vocabulary skills and development of sound, coherent paragraphs. The literature unit focuses on short stories. The students study the purpose and elements of fiction, plot, theme, setting, characters, and irony, as well as others.

English II

In this course students review English I's course of study, building on it to enhance their understanding of the basic composition skills. The course aim is the development of clear, coherent, and concise transmission of thoughts and ideas in written form. Composition exercises include, but are not limited to personal narrative, expository writings, and short reports. Stories deal with the impact choices, attitudes, and belief systems have on the individual. The over-arching themes in the stories are examined, as well as the personal motives of the authors.

English III

This course focuses on the application of grammar skills and appropriate word choice. The goal is the development of a personal writing style. Students undertake various writing assignments and incorporate their literature studies into their composition efforts in the form of explicative essays. Poetry, short stories, biographies, and essays are read and interpreted/explained in writing by the students.

English IV

The purpose of this course is to provide additional opportunity for students to refine their reading and composition skills. Students will write themes in various rhetorical modes (persuasive, narrative, etc.) in order to further the development of their skills in literature. Students will read major works by American and British authors. The intent is to expand their literary horizons and develop their comprehension skills.

Family Living

This course is an advanced parenting course which looks beyond the basic parenting principles of meeting children's needs. Students will not only be able to learn how to create an environment for children so that they will be able to thrive and succeed in, they will also learn how to raise children so that they will be able to protect themselves from unhealthy ideas, attitudes, habits, and associations which will ultimately lead them to independence.

General Business

This course introduces business terms, practices, and opportunities in a practical way. Areas covered will include wise buying habits, money management, banking, credit, taxes, savings, investing, and insurance.

Geography

This course introduces geographical lands, bodies of water, and areas found throughout the world. Areas covered will include topography, boundaries, climate, resources, and economy.

Health

This class deals with the understanding and development toward health concepts in young people concerning human growth and development, mental health and illness, alcohol, drug abuse, tobacco, and nutrition.

Illinois History

A basic understanding of the history of Illinois is introduced. This includes early Illinois civilizations, unique historical facts, and the structure and functions of the political system of Illinois. A close emphasis is placed on the rare historical events in Illinois history.

Information Processing (Computer Applications)

This course emphasizes computer applications. The student will be given the opportunity to use a variety of software. Specific units of instruction in the course include: basic functions of computer system; equipment and related operational skills; and basic business applications in word processing, spreadsheets, presentations, web page design, and internet applications.

Integrated Algebra (Algebra ½)

This course is a less intense study of the structure and foundation of Algebra. Most of the same topics are covered but not in as much detail and depth. The class provides practice in fundamentals of arithmetic while basic abstractions of beginning algebra are introduced and practiced. Fractions, mixed numbers and decimal numbers in all four basic operations will be practiced.

Introduction to Computer Science

Introductory class for students who, using both digital and non-digital methods, will be introduced into the concepts of problem-solving and coding as it relates to the technological world we have around us today. Students will learn about the background programming that is the basis for all the devices and technology that we use today. This is a two semester course.

Keyboarding

This course is devoted to learning the keyboard by use of touch keying with special emphasis on the development of speed and accuracy. Students will learn how to format personal and business letters and how to format unbound reports with references and a title page.

Life Skills

Instruction in basic health, goal setting, community awareness, character education, and study skills.

Lit For Living

This course is an advanced English class which provides students with the opportunity to develop a moral platform for their behavior and provides them with a foundation to better their lifestyle choices. Literature works will be from authors of motivational, inspirational and moral guidance books.

Math I

Math 1 focuses on a number of areas, including the primary areas of algebra, as well as geometry. Expressions, equations, and inequalities will be reviewed, as well as the introduction of functions, linear relations & modeling, systems and statistics.

Math II

The course will include the modern study of the basic structure of geometry with emphasis on deductive reasoning, geometric relationships, coordinate geometry and measurements of geometric figures. Numerical trigonometry and solid geometry are integrated throughout the course. The course includes a strong emphasis on proof.

Math III

Algebra I functions are reviewed, followed by more advanced topics and concepts. Advanced skills and problems are then completed including: solving equations, factoring, polynomials, series, sequences and progressions, graphing, logarithms, matrices and quadratic functions.

General Applied Math

Real world applications of algebra and geometry concepts for 4th year math students.

Office Management

The purpose of this course is to provide the student with an opportunity to learn office management skills in a hands-on fashion. The student will spend the primary portion of the semester working in an office setting. Upon completion of this course the student will be able to answer phones in a professional manner, use a photo copier, learn to file, fax, interact with the public, and master various other duties associated with a working office.

Parenting

Emphasis in this course will be placed upon parent-child relationships along with the child's basic developmental stages. This course will provide learning experience to aid students in gaining knowledge and understanding of the principles of human growth and development, nutrition as related to well being, and the preparation, roles responsibilities, and impact of parenting. Adolescent pregnancies, children with special needs, interaction between children and family members, rights of children and availability and utilization of community and social services will be emphasized.

Physical Science (GSII)

This course introduces the fundamentals of physical science. The primary goal is to demonstrate how scientific principles govern physical elements.

Psychology

This course helps students better understand the inner workings of the human mind. An overview of the field of psychology is examined as well as the biological aspects and psychological development of humans. The shaping personality and emotional development of the evolving human is explored.. Additional topics include: body and behavior, learning, childhood and adolescence, human relations, personality theory, and the causes and treatment of mental illness.

Resource Management

This course focuses on the understanding and skills needed to make decisions about the use of resources and prevention strategies that contribute to an improved quality of life. The course includes the following duty areas: utilizing resources and consumer information by applying goal setting and decision making skills; evaluating use of resources to meet social, physical, and psychological needs; maintaining health standards in applying safety information; consumer rights and responsibilities; accomplishing goals by utilizing human resources and analyzing management skills necessary for present and future decisions; developing proficiency in resume writing and participating in the job interview process.

Sociology I

Students explore such topics as crime rate, death penalty, prisons, prison reform, prejudice, discrimination, poverty, families, population growth, mercy killing, marriage, divorce, alcohol and drug abuse, cults, prostitution, suicide, and runaways. This also includes units on cultures, societies, education, religion, the family, crime, population growth, class, social problems, and the future. Emphasis is placed on the socialization process in the rearing of children and the commitment to family.

Sociology II

This course explores society, culture, values, norms, mores, and laws. Students focus on social structure, social institutions, and social problems. A key component of this course is the observation of junior high students in a safe schools classroom. Students use the textbook and outside resources (articles, essays, biographies, and the internet) to enhance their understanding of society and how it functions.

Speech

Introduction to different types of speech and components of each type. The class provides lessons on speaking in front of people, researching facts, and developing self-confidence. It also offers the opportunity for the student to participate in public speaking and understanding opposing viewpoints.

U.S. Government

The federal, state and local governments are studied with emphasis placed on the federal level. This study develops the ability to analyze and interpret readings, data, and other sources of information dealing with the complexities of the American democratic system. Students will learn basic facts about our government, economic and social systems. Students will also learn their rights and obligations as a U.S. citizen. The Illinois and U.S. constitutions are taught.

U.S. History

The bulk of this course is devoted to an in-depth study of American history from 1876 to the present. Students will research American history from 1876 to the present. Students will research, analyze, and write about the events of those eras using the textbook and outside resources (articles, essays, diaries, biographies, etc.). The first few weeks of school, students will review early American history up through the Civil War.

World Affairs (Problems)

World Affairs deals with current and vital problems that the students of today will have to deal with as the citizens of tomorrow. Discussion and activities relating to current events from around the world provide students with the opportunity to enhance critical thinking and problem solving skills.

World History

This is a two semester course oriented towards freshman and sophomores. It allows students to research and learn about but not limited to: Early Civilizations, Major Religions, Middle Ages, Renaissance Period, Reformation, the Age of Exploration and Invention, the Age of Revolution, and the World Wars.

OKAW AREA VOCATIONAL CENTER

A limited number of students are selected to attend the Area Vocational Center in Vandalia. The criteria used in making this selection are:

- ◆ Total school citizenship
- ◆ School attendance
- ◆ Student career/educational goals

Credit given for each class taken is determined by the student's home school requirements.

Auto Body Repair

This course includes the name, use, and care of the tools of the trade; skills needed for welding, replacing and repairing parts, and panels, as well as interior and exterior cleanup. Spray gun technique along with care of paint equipment, including types of paint and refinish systems are taught. Another unit is repair estimating.

Automotive Mechanics

This course combines technical background information in the classroom and practical experience in the shop. Training is given on many types of vehicles and engines, using the latest types of equipment. Work and study is done on engine overhaul and tune-up, suspension, brakes, wheel balancing, electrical systems, carburation, emission control computer systems, air conditioning, and accessories.

Commercial Art

This is a two-year program for junior and senior students interested in a career or vocation in commercial illustration and advertising. The course covers a wide variety of experiences in art. Students will be given experiences in advertising, computer graphics, paste-up design, sign painting, fashion design, interior design, and display design. The principles and elements of design will be emphasized on each project. Emphasis upon excellence in craftsmanship with a time element is stressed as if employed on the job.

Criminal Justice and Corrections

An overview of the Criminal Justice system of the United States with topical consideration of the functional areas of the police, courts, corrections, Nature of Law, and the interrelationships of several components of the system. The course will emphasize contemporary/topical issues such as cultural diversity, ethical issues, gangs, crime in the United States, new ways of dealing with offenders and inmates, professional liability, and changes in career development in criminal justice. This is a dual-credit course. Students will be expected to pay community college tuition up to twelve hours received through this course.

Drafting/Computer-Aided Drafting

A two-year course which provides learning experiences related to the principles, tools, materials, techniques, equipment and processes utilized in the production and reproduction of drawings, layouts, plans, blueprints. Emphasis will be placed on three-dimensional representation using the computer as a drafting tool. Instruction is provided in freehand sketching; theory of projection; relationship of coordinate planes; object position in relation and requirements of dimensioning and tolerancing; isometrics of planes and solids; cavalier, cabinets, and general oblique drawing; diametric drawing, and picture plans, points of sight, visual rays, and vanishing points in perspective drawing.

Electronics

This course is a two-year program for students who desire a career in some field of electronics and includes both theory and practical experience. Introductory principles ranging from simple AC-DC circuitry through robotics and laser/fiber optics will be taught. Practical skills will include troubleshooting methods, and reading schematic diagrams and basic programming. Advanced topics include solid state devices, microprocessors, digital integrated circuitry, and interfacing. The repair of communications, audio-visual equipment, appliances, sound systems and entertainment equipment, will be common. Computer circuitry, repair of computers and computer networking is included.

Food Service

This is a two-year program for those students who aim for employment in the food industry. Classroom work will include units in food preparations using restaurant equipment such as a bench mixer, deep fryer and grill. Menu planning, serving skill, management practices, nutrition, job interviews and applications will be covered. Field trips will be taken to hotels, bakeries, hospitals, and restaurants. Trained food service personnel are in demand and job opportunities are excellent for the future. On the job experience in food service establishments will be provided. Opportunity for state certification by providing instruction in the "Applied Food Service Sanitation".

Health Occupations

The purpose of this program is to give young people an opportunity to explore health careers while learning the skills necessary to become a proficient nursing assistant. Skills taught include the techniques needed for determining vitals, bathing and bed making, patient care; disease; and care of the aged. Each student can be certified in CPR and receive state certification as a nurse's aide. In addition, the class visits and/or works in nursing homes, dental offices, veterinary offices, the hospital, and its specialized departments.

Machine Shop

Two-year course that provides study of blueprint reading, metaling, shop safety, shop mathematics and CNC. Emphasis will be placed on operation and set-up of metal cutting, lathes, mills, drills, grinders, and saws.

Model Office

This is a two-year training program open to juniors and seniors. This course provides an organized program of practical experience in the tasks performed by office personnel. During their first year, students learn to correctly operate computers, printers, copiers, calculators, and transcribing machines. Instruction is also given in grammar, filing, telephone usage, and office conduct.

Power Mechanics

A two-year course, which is designed to be vocational in nature and is for those junior and senior students who aim for a career in the repair and assembly of farm machinery. Instruction will be given for all types of mechanical equipment, including diesel motors, and hydraulic and electrical systems.

Welding

The classroom portion of this program provides study in welding safety, basic math, blueprint reading and layout, metallurgy, welding processes, fabrication, and repair. Shop exercises consist of oxy-acetylene welding and cutting, shielded metal arc welding, gas metal arc welding (MIG), and tungsten metal arc welding (TIG) in various positions.

The Regional Office of Education is an equal opportunity educator and employer.

Handbook last updated 8/1/22