



ROE 53 Regional Safe School and Academy

**Governed by
Regional Office of Education
For Mason, Tazewell, Woodford Counties**

STUDENT/ PARENT HANDBOOK

ROE 53 Safe School and Academy

ACADEMIC STANDARDS

The student's academic program will be developed to best match the student's current course of study. All grades are transferred from the ROE 53 Safe School and Academy to the sending school for placement of grades and credits on the student's official transcript. Grades are reported to sending schools as percentages; sending schools determine grading scales and award official credit as they deem appropriate.

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

The ROE 53 Safe School and Academy staff will present skills and provide practice opportunities for the student to become a successful student, a successful employee, and a successful community member.

Social Skills Goals:

- Accept responsibility for one's own actions without blaming others.
- Participate in group activities with success.
- Respond to personal frustration in a constructive way.
- Maintain socially appropriate interactions and relationships with peers and adults.
- Show respect for self, others, property, and those in authority.

Communication Goals:

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

Academic Goals:

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

Grading Scale used for internal programmatic purposes:

- 90 – 100 A
- 80 – 89 B
- 70 – 79 C
- 60 – 69 D
- 59 – 0 F

Academic Integrity Policy and Procedure:

The purpose of the ROE 53 Regional Safe and Academy academic integrity policy is to encourage self-confidence and self-reliance as students pursue academic excellence. Resorting to cheating and plagiarism erodes the ability of students to strive for excellence. Cheating deprives students of the opportunity to learn. Plagiarism hinders students' efforts to develop their own creative thoughts and ideas. The reliance on cheating and plagiarism destroys the opportunity for students to develop their own strong characters.

VIOLATIONS OF ACADEMIC INTEGRITY

Cheating includes but is not limited to:

- Using cheat sheets or study aides during testing situations or in preparation for an exam.
- Looking at another student's paper during testing situations.
- Allowing another student to copy from a test, quiz, assignment, or homework.
- Attempting to seek or give help during a graded assignment or test.
- Possession and/or distribution of test or quiz materials prior to or during the test or quiz.
- Submission of work that is not the student's own for papers, assignments, or exams.
- Copying computer files from another person and representing the work as one's own.
- Allowing others to do the research or the writing of an assignment and presenting the research/writing as one's own.
- Utilizing the internet to access answers for Edgenuity or in class assignments without permission.
- Completing tests or exams on Edgenuity outside of school
- Utilizing "Artificial Intelligence" for an assignment, essay, test, or any other assessment without prior approval from the teacher

Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT, Gemini, Claude, and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Plagiarism:

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

Procedure following identified cheating or plagiarism, the teacher will:

- Collect evidence of cheating/plagiarism.
- Provide an intervention with the student explaining plagiarism and how the student violated the policy teaching them how not to violate it in the future.
- Write a discipline referral for the offense.

Consequences

- Social skills feedback will be recorded on the student's Goal Sheet.
- The Principal will notify the parents/ guardians of the incident and the ROE 53 Safe School and Academy administration may request a parent meeting.
- The home/ referring school district liaison will be notified of the incident.
- All relevant records will be updated and maintained (i.e., intervention file, IOEP).
- Restriction from access to technology devices may be considered.
- Removal from the program may be considered.

Final Exams for classroom-based courses:

Students in traditional classroom/ instructor lead courses will have a comprehensive exam at the end of each semester. Final semester grades will be weighted as follows: 80% cumulative over the semester (classwork,

homework, tests, etc.), and 20% Final Exam. Students may opt out of a final exam if all of the following criteria are met:

- Student has not had more than 3 absences from the class.
- Student has not received any discipline referrals during the semester.
- Student has received a grade of C or above in the class.

ACCEPTABLE USE POLICY

All use of the internet shall be consistent with the ROE 53 Safe School and Academy's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the ***Authorization for Internet Access*** will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures on the Handbook Acknowledgement Form is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Authorization for Internet Access Terms and Conditions

1. Acceptable Use - Access to the ROE 53 Safe School and Academy's internet must be for the purpose of education or research, and be consistent with the educational objectives of the ROE 53 Regional Safe School and Academy.
2. Privileges - The use of the ROE 53 Safe School and Academy's internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator, in conjunction with the Regional Superintendent of Schools, will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time. The decision is final.
3. Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation.
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
 - c. Downloading copyrighted material for personal use.
 - d. Using the network for private financial or commercial gain.
 - e. Wastefully using resources, such as a file space.
 - f. Gaining unauthorized access to resources or entities.
 - g. Invading the privacy of individuals.
 - h. Using another user's account or password.
 - i. Posting material authored or created by another without his/her consent.
 - j. Posting anonymous messages.
 - k. Using the network for commercial or private advertising.
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
 - m. Using the network while access privileges are suspended or revoked.
 - n. Visiting websites deemed inappropriate or in violation of Academic Integrity policy.
 - o. Altering device or application settings without permission in any way.
4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others;
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language;

- c. Do not reveal the personal addresses or telephone numbers of students or colleagues;
 - d. Recognize that e-mail is not private. The Regional Office of Education 53 owns the network/ email system and has access to all email. Messages relating to or in support of illegal activities may be reported to the authorities;
 - e. Do not use the network in any way that would disrupt its use by other users; and
 - f. Consider all communications and information accessible via the network to be private property.
5. Transmittal of Inappropriate Materials - Students shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that can be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, disability, religion or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, emails or other materials of sexual nature in electronic or any other form, including contents of a cell phone or other electronic device, will result in discipline up to and including expulsion. Such actions may also be reported to local law enforcement and child protection services.
 6. No Warranties - The ROE 53 Regional Safe School and Academy make no warranties of any kind, whether expressed or implied, for the service it is providing. The ROE 53 Safe School and Academy will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. The ROE 53 Safe School and Academy specifically deny any responsibility for the accuracy or quality of information obtained through its service.
 7. Indemnification - The user agrees to indemnify the ROE 53 Safe School and Academy for any losses, costs, or damages, including reasonable attorney fees, incurred by the ROE 53 Safe School and Academy relating to, or arising out of, any breach of the *Authorization*.
 8. Security - Network security is a high priority. If you can identify a security problem on the internet, you must notify the system administrator or the Principal immediately. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account: IF A STUDENT IS FOUND TO HAVE LOGGED INTO THE NETWORK AS ANOTHER STUDENT OR STAFF MEMBER, DISCIPLINARY ACTIONS WILL OCCUR AND NETWORK ACCESS MAY BE PERMANENTLY SUSPENDED. Attempts to log-on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
 9. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network and/or hardware. This includes, but is not limited to, the uploading or creation of computer viruses.
 10. Audio/Video Recording or Picture Taking without Consent- Video/audio recording or taking pictures of others including students and staff without consent shall be prohibited. Violations of this rule may result in suspension from school or removal from program.

Students and parent(s)/guardian(s) need to sign the *Authorization for Internet Access (Acknowledgement of Receipt of the Handbook)* every year while enrolled in ROE 53 Safe School and Academy.

NOTIFICATION-Illinois Public Act 98-129

As of January 1, 2014, Illinois Public Act 98-129 allows elementary and secondary schools to request or require students to provide social media passwords. Social media password information may be requested if the school believes the student's account on a social media networking site has evidence that the student has violated a school rule or policy.

STUDENT/ PARENT/ TEACHER CONFERENCES

Each semester student/ parent/ teacher conferences are held following the completion of the first quarter in that semester. Participation is mandatory for both parents and students. Conferences will not be held and must be rescheduled if a student or parent does not attend their designated appointment. Students will not be allowed to return to school until the conference is held and all accrued absences will be considered unexcused. Parents, students, teachers, and administrators may request additional conferences to be held throughout the year as needed.

ADA

The Rights of Individuals with Disabilities policy and procedures are in compliance with the Governing Board of the ROE 53 Safe School and Academy. A copy of this policy and procedures is available by request.

COMMUNITY FIELD TRIPS

Class trips into the community will be a part of the student's curriculum and learning opportunities throughout the school year. Therefore, the student's participation will be expected, however it is also a privilege, not a right, and conduct status may result in a cancellation of these privileges. The student will be transported in a local ROE 53 member district's vehicle with program staff. Please refer to the Parent Student Consent Form.

EMERGENCY SCHOOL CLOSINGS

There are occasions when, due to inclement weather, the school day is canceled, shortened, or lengthened. Our priority will always be the safety of the students. Students who ride a bus will not be penalized for an absence resulting from the home district cancelling school and not provide bussing.

Parents are encouraged to make prior arrangements for their students in the event of emergency changes in the school day. Local television stations will be contacted to announce cancellation of school and/or bus routes and changes in the school day. The ROE 53 Safe School and Academy will be listed as the "ROE 53 Safe School and Academy". Mass notifications will also be sent via REMIND to cell phone numbers or emails provided at intake. You can sign up for REMIND notifications by texting @roe53 to 81010. In addition, notification will be posted on the school's Facebook page found at <https://facebook.com/ROE-53-Regional-Safe-School-and-Academy-1449922568560112/>.

HOME AND SCHOOL COMMUNICATION

In addition to the formal conferences, other communication between school staff and parent(s)/guardian(s) will take place throughout the year through scheduled parent-teacher conferences, programs offered for parent(s)/guardian(s), report cards, notes that will be sent home, and phone calls. Parent(s)/guardian(s) are encouraged to contact ROE 53 Safe School and Academy staff with questions and comments. The program staff views parents'/guardians' awareness of their child's program and involvement as essential to student success.

INTERROGATIONS AND SEARCHES

Search and Seizure

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct proper searches of students and their personal effects, as well as ROE 53 Safe School and Academy's property.

Student and His/ Her Personal Effects

Certificated employees and school administrators may search a student and/or the student's personal effects (e.g., wallets, notebook, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search

will produce evidence the particular student has violated or is violating either the law or the ROE 53 Safe School and Academy' student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. To maintain the safety of the building, all students and their effects are searched upon entry; however, this may be repeated during the day if deemed appropriate and necessary by administration.

LUNCH

Lunch and breakfast are available daily for students enrolled in attendance in accordance with the Illinois School Lunch Program as provided by Woodford County Special Education Association. Students are provided with one breakfast and one lunch serving as requested at no cost. Students have the option to order additional servings at the beginning of each day if they have turned in money for extras and have a positive lunch account balance. Lunchtime is meant to be a time of relaxation and socialization for all students based on privileges in place. All program procedures continue to be implemented and all students continue to be monitored during lunch time.

ORIENTATION AND ASSESSMENT

The intake meeting with all newly enrolled students and their parents/ guardians will focus upon continued orientation of the program and the IOEP conference, which is required goal setting for individual students. During their first week of attendance, the student will meet with the program staff to complete some informal assessments in the following areas: Social and educational history, careers, referral issue(s), learning skills/style/strengths. The student will review his/her goals developed at the IOEP conference and the program procedures and routines as outlined in the student-parent handbook.

The student's academic needs will be addressed through a combination of assigned classes and independent online study. A schedule of classes will be confirmed during orientation. Upon successful completion of the Orientation and Assessment process, the student will begin classes on the following school day.

PARENT-STUDENT POLICY ON ALCOHOL AND DRUGS

The ROE 53 Safe School and Academy is committed to maintaining a **Drug Free Environment** for each student. We encourage you, the parent/guardian, to talk to your child about the use of illegal and mood altering substances (alcohol, drugs, and cigarettes), to attend parent workshops to learn more about drugs, and to encourage your child through your own life's example of maintaining a **Drug Free Environment** for you and your child in which to live. Communication is an important part of taking responsibility for one's behaviors and attitudes. Administration and designated staff are available to provide support, resources and referrals as appropriate.

- ❖ **No cigarettes, e-cigs, Juuls, dab pens, vapes, any other smoking device, alcohol, drugs or other intoxicants are allowed on one's person or property at the school or on the bus or to/from school.**

The ROE 53 Safe School and Academy reserves the right to have a student screened and/or evaluated for potential drug/alcohol abuse at the parent's or guardian's expense. If a student is suspected of substance use, a parent or guardian, police, and other authorities as appropriate will be notified and steps for the necessary consequences will take place including possible removal from the program.

RECIPROCAL REPORTING OF CRIMINAL OFFENSES COMMITTED BY STUDENTS

In accordance with the Illinois School Code and reciprocal reporting agreements, the Police Department/ School Liaison Officer and the School are obligated to report to each other criminal offenses committed by a

student enrolled in the school, and to share that student's school records in accordance with federal and state law.

SAFETY and COMPLIANCE

A priority of the ROE 53 Safe School and Academy is to provide a safe physical and safe psychological learning environment for all students and staff. Therefore, students will behave in a way which ensures the physical and emotional safety of others. In order to ensure a safe learning environment for all, the following regulations will be observed.

1. Prior to entering the school, notebooks, lunch containers, coats, etc., will be examined for any unauthorized items. All unauthorized items will be confiscated by school personnel. (This includes any item not included on the student supplies list).
 - ❖ *Authorized items defined: schoolbooks, notebooks, paper, pencils, other school appropriate and approved materials.*
2. **Students may not carry bags.** No backpacks, purses, or other bags will be permitted. If a student brings such an item, it will be locked in the office until the end of the school day. Access to the item will not be given to the student throughout the day.
3. Students are required to turn in cell phones, smart watches, and wireless ear buds/ headphones when they enter the building and can pick them up at the end of the school day. No possession or use of cell phones, smart watches, or wireless earbuds/ headphones are allowed.
4. Any item that promotes the use of alcohol, drugs, tobacco, any other illegal substance, or displays these products may not be worn or carried.
5. Any item that displays any implicit or implied obscenity is libelous, slanderous, indecent, lewd, or vulgar may not be worn or carried.
6. Any article of clothing, hairstyles, gestures, drawing, etc., that displays or references a gang or commonly is associated with a gang or cult, or promotes violence, will not be allowed.
7. To ensure our facility is not accessed by unauthorized people, the entrance doors will be kept locked during the school day. All rooms and common areas can be quickly exited without a key.
8. Once a student has entered the building, they will not be permitted to return to their vehicle for any reason, other than to leave for the day, unless granted permission by the Principal.

SCHOOL HEALTH SERVICES

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

- ❖ ROE 53 Safe School and Academy Medical Authorization Form completed and signed by both the physician and parent/guardian, and
- ❖ the medication in a prescription bottle with appropriate label.

All medications must be delivered to school according to the MEDICATION AUTHORIZATION FORM and will be kept locked in the Principal's office and distributed according to instruction.

SECURED CAMPUS

The ROE 53 Safe School and Academy is a closed campus. Students will remain on campus at all times unless participating in a staff-supervised community field trip activity.

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

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

SEX OFFENDER REGISTRATION ACT

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

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

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

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

SEXUAL HARASSMENT

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

Sexual harassment of students is prohibited. An employee, ROE 53 Safe School and Academy agent, or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, and engages in other verbal, nonverbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid benefits, services or treatment; or
 - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting the student.

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

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student, the Nondiscrimination Coordinator or the Building /Supervisor. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Principal for appropriate action.

ROE 53 Safe School and Academy will use reasonable measures to inform staff members and students that the ROE 53 Safe School and Academy will not tolerate sexual harassment such as including this policy in the appropriate handbooks. The name and telephone number for the student Nondiscrimination Coordinator may be obtained by contacting the Regional Superintendent of Schools (309-477-2290).

Any ROE 53 Safe School and Academy employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the ROE 53 Safe School and Academy who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

PROCEDURES FOR STUDENT SEXUAL HARASSMENT

1. A copy of the Student Sexual Harassment Policy and accompanying procedures shall be distributed annually in the Student Handbook and the Staff Handbook.
2. Copies of the Student Sexual Harassment policy may be distributed in other ways as deemed appropriate by the school's administration.
3. The health education program for grades 6 through 12 shall include age-appropriate instruction which leads to the students' understanding of sexual abuse and harassment.
4. Teachers, Certified School Nurses and/or School Social Workers shall obtain and disseminate age appropriate informational materials concerning sexual abuse and harassment.
5. The Nondiscrimination Coordinator should follow the Uniform Grievance Procedures.
6. The student's parent(s)/guardian(s) will be notified that they may attend any investigatory meetings in which their child is involved. The parent(s)/guardian(s) will be kept informed of the investigation's progress.
7. The student's oral or written statements will be kept confidential, except that the Regional Superintendent will be kept informed of the investigation's progress. ROE 53 Safe School and Academy personnel shall, however, comply with the child abuse reporting laws.

STANDARDS OF STUDENT DRESS

The administration and staff at the ROE 53 Safe School and Academy feel that the attitude and behavior of our students are influenced by dress and grooming. With the cooperation of parents, the school will continue to encourage all students to dress in a manner that reflects good taste and is considered to be appropriate for a school day.

Attendance at the ROE 53 Safe School and Academy is a privilege and compliance with rules and standards is an integral and inherent component of the program at the ROE 53 Safe School and Academy. Students attending school appropriately attired without distractions are better prepared for success at school.

If a student dresses in a style or has a lack of grooming that results in a threat to the safety, health, or learning of students, said student will be reported by the teachers/staff to the Principal for appropriate action. This may include that the student be given alternative clothing to be able to work for the remainder of the school day.

Realizing that it has become exceedingly difficult to determine inappropriate attire, the following examples are offered as guidelines to parents and students:

- A. The wearing of apparel depicting alcohol, drugs, sexual connotations, obscenities, violence, ethnic or racial slurs, weapons, or superiority is prohibited.
- B. Extremes of brevity (or too much uncovered) in attire are inappropriate. Students should be covered from shoulders to mid-thigh at all time and all shirts must have wide shoulder straps. **Attire that exposes the belly or back area, whether standing, sitting, or during activity is not appropriate.** Shorts, dresses, or skirts that do not go to mid-thigh without adjustment will not be permitted. No halter or strapless tops will be permitted. Likewise, immodest and revealing attire is not appropriate for school, for example low-cut tops, cleavage, and exposed undergarments are not allowed. T-shirts may be given to cover over-exposed areas.

- C. **NO PAJAMA, YOGA PANTS, YOGA SHORTS, BICYCLE SHORTS, OR LEGGINGS are permitted.** Exceptions may be granted by Principal.
- D. Reasonable cleanliness of person and wearing apparel is expected.
- E. **Hats and/or hoods may NOT be worn in the building** to support standards of safety and hygiene. Hats worn to school must be stored in the office and will be returned at the end of the school day.
- F. Students must wear clothing and shoes appropriate to participate in PE. Students must bring tennis shoes to school in the event their shoes are not athletic.

STUDENT ATTENDANCE

It is important for all students to have good attendance because

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

ABSENTEEISM AND TRUANCY PROGRAM

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound Taps at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her 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.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services.

ROE 53 Safe School and Academy Incentive Program

1. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families and
 - b. Encourage the habit of daily attendance and promote success.
2. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
3. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.

4. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community-based youth service agency. Any disclosure of school student records must be consistent with State and federal law concerning school student records.
5. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
6. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

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

STEP 1. Call ROE 53 Safe School and Academy at (309) 383-3002 before 8:40 am and leave the following information. After 8:40 am will be considered an unexcused absence.

A voice mail system is available for calls when the office is closed.

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

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

The following may be considered excused absences:

- Illness (with Dr. Excuse after 6 absences)
- observance of a religious holiday.
- death in the immediate family.
- family emergency.
- situation beyond the control of the student as determined by the Governing Board.
- circumstances which cause reasonable concern to the parent for the safety or health of the student.

The following are considered unexcused absences:

- missing the bus.
- dress code issues and/or not ready for school.
- a tardy after missing 16 minutes of school or leaving more than 16 minutes early.
- 7 tardies will be considered 1 day of unexcused absence.
- any absence without proper documentation after 6 accrued absences.

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

1. Medical Appointments

- ❖ The parent/guardian is to notify Principal or Principal's designee prior to the appointment.
- ❖ The student is to present verification of the appointment from the physician's office to the Principal or Principal's designee upon returning to the program.
- ❖ The parent(s)/guardian(s) must accompany the student into the office when the student is arriving late and must accompany the student from the office when leaving early.
- ❖ We request that all efforts are made to schedule appointments after the end of the school day at 2:30 pm so less school is missed.

2. Court Appearances

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

3. Religious Holidays

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

All student absences are reported to parents/guardians and other appropriate agencies (i.e., court probation officers, etc.). Unexcused absences from school may result in dismissal from the program. Too many absences from school causing the cumulative attendance percentage to drop below 95% may result in dismissal from the program. Lack of ability to earn semester credits as a result of excessive absenteeism may result in dismissal from the program.

Attendance Policy:

- A. On the 3rd unexcused absence, a letter will be sent to the ROE 53 Truancy Case Manager and a letter will be sent to parents.
- B. On the 6th excused or unexcused absences, the student will be considered potentially at-risk for academic failure due to excessive absenteeism. Letters and phone calls will be made again to the truancy officer and to parents. All further absences will be considered unexcused, and all privileges will be suspended.
- C. Once a student has missed 9 days of school in one year, he or she may be dropped from the program. This decision will be made by the Regional Office of Education. Students in the Academy program who are dropped from the program will not receive a refund for tuition paid. Students in the Academy must maintain a 95% attendance rate at all times.
- D. Tardies that result in a ½ day absence will be considered unexcused.

After 6 days of **excused or unexcused** absences only for these reasons will a student receive an excused absence:

1. Doctor's note with specific dates listed and reason for absence.
2. Incarceration days
3. Court days – only ½ day excused and note from court proving attendance

Make up Work

With every absence, students are given the opportunity to make up any missed work or assessments. The absence type determines the specifics of how missing work or assessments are complete; however, it all must be complete within two days of the absence or prior to the end of the following Monday.

Excused absence- Teacher will communicate and initiate arrangements for student to complete missing work or assessments.

Unexcused absence- Students are responsible for communicating and initiating make up work arrangements with their teachers.

STUDENT GOALS

All students are required to achieve a daily percentage of 95% (or above) in each social skill goal. To be considered in good standing its cumulative percentage must be above 95%.

The six general goals are standard for all students. They are listed below:

- Complies with Staff Direction
- Follows Routine
- Uses Appropriate Communication
- Completes Assigned Tasks
- Exhibits Self Control
- Daily Edgenuity Percentage

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

Students are expected to abide by attendance, discipline, and incentive plans in place which can result in loss and gained privileges based on student performance. Parents/guardians will be provided with information or updates of plans and will be asked to sign or email acknowledgment and receipt of such information or updates.

ACADEMY TUITION PAYMENT

In order to attend the ROE 53 Academy, students and parents are required to pay tuition in the amount of \$250 per semester, a total of \$500 per year. This fee must be paid prior to a student's start date. A student may not be allowed to attend if the tuition is unpaid. For returning students, tuition payments are due prior to the first day of the semester.

Academy tuition payments are non-refundable. If a student drops from the program, is removed from the program, returns to their home school, moves, or any other circumstance determined by the Regional Office of Education, the student and or parents will not receive a refund at any time for payments they have made.

STUDENT SCHOOL RECORDS

Notice to Parents/Guardians and Students of their rights concerning a student's school records

Illinois schools and districts maintain two types of school records for each student: *permanent* record and *temporary* record. These records may be integrated. A copy of parent/guardian and student rights is available upon request.

STUDENT STANDARDS FOR CONDUCT

All behavior is expected to be appropriate for the school setting.

Students will communicate with others in a way in which people do not feel fear of physical violence or pressure to engage in behaviors they otherwise would not demonstrate. Any deliberate act of physical violence (i.e., fighting) may result in dismissal from the ROE 53 Safe School and Academy.

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

Gross Disobedience and Misconduct

Definition: *acts of disobedience, disrespect, or miscellaneous serious misconduct or endangerment of others.*
Some examples of gross disobedience and misconduct are, but not limited to:

- Use of profane and/or crude language
- Unauthorized use of electronic devices
- Unauthorized possession or use of cell phone
- Violation of dress code
- Being in unauthorized location on school grounds
- Inappropriate public displays of affection
- Computer or Chromebook misuse
- Misuse of bus privileges
- Repeated absence or tardies
- Absent without permission or AWOL
- Bullying or harassment
- Cutting class
- Possession of inappropriate materials
- Noncompliance
- Petty theft
- Use or possession of tobacco, vapes, smoking pens, or any other means for intaking tobacco
- Unauthorized presence on school property
- Vandalism
- Assault
- Battery
- Sexual Harassment
- Weapons
- Vandalism
- Grand theft
- Use, under the influence, or possession of alcohol, drugs (drug look-a-likes and synthetics) and use and/or possession of drug paraphernalia

Consequences for Gross Disobedience and Misconduct

In the case of gross disobedience and misconduct, the administration will assign appropriate, individualized discipline and one or more of the following disciplinary actions or alternatives:

- Parent/ Guardian contact and notification
- Lunch or PE detention
- Loss of privileges
- Home school notification
- In-school suspension
- Out of school suspension
- Removal of student from class and/or course
- Parent/guardian conference
- Notification of action to police department
- Removal from the program

Incidents involving several offenses of gross disobedience and/or misconduct may result in a more rapid or severe discipline to address the offenses. Severity of gross disobedience and/ or misconduct of any type may result in increased consequences to include removal from the program. Each discipline situation is evaluated on a case by case or individual basis and assigned consequences are at the discretion of administration.

Possession and/or use of Alcohol, Drugs (Drug look-a-likes), Drug Paraphernalia or Weapons Policy:

A student who knowingly possesses, uses, transmits any drug-related paraphernalia or knowingly possesses (to any extent or degree), uses, transmits, or is under the influence (to any extent) of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any substance that is considered a drug, alcoholic beverage, synthetic, or intoxicant shall be disciplined. Use or possession of a drug authorized to the individual by a medical prescription from a registered physician shall not be considered a violation when the Principal or Principal's designee is aware the student is in possession of the drug; this the only exception to this rule. If a medication is to be taken at school, a medical form must be completed and medication is stored and administered by staff in the office. Use or possession of all other drugs is prohibited at school.

Extenuating Circumstances

The Administration reserves the right to determine when a student needs disciplinary action for other types of improper conduct; because of extenuating circumstances and/or in the judgment of the Administration, consequences may be altered or changed to fit the situation.

Note: The school assumes NO responsibility for the loss or damage of all student or electronic property.

SUPPORT SERVICES

The ROE 53 Regional Safe School and Academy may provide on-campus support services by program staff and/or community support agencies. These support services are intended to provide the student with skills to redirect or eliminate the issue(s) interfering with successful school performance.

TRANSPORTATION

School bus transportation is a privilege for students attending the ROE 53 Regional Safe School and Academy. Failure to accept the bus driver's authority and to follow instructions and safety procedures will result in consequences from sending schools. A loss in bus privilege may also jeopardize a student's placement in the ROE 53 Regional Safe School and Academy.

Incident reports will be addressed the same day by program staff. It may be necessary to involve the bus driver, parents/guardians, and/or the home/ referring district liaison to resolve the issue that generated the incident report. In the event of illegal and/or significantly disruptive behavior, the student may be returned to the ROE 53 Regional Safe School and Academy to be picked up by parents/guardians or delivered to the police by the bus/cab driver.

There is no loitering in or around cars in the parking lot before or after school or during PE or lunch.

RSSP Safe School Program:

Students are required to ride home/referring district transportation to the Safe School, which is the responsibility of the home/ referring district unless other arrangements are mutually agreed upon by the district, parent/guardian, and RSSP Program Administrator.

Academy Program:

High school students not entitled to transportation from home/ referring school districts may have driving privileges if licensed. In addition to following the law, the following are requirements if driving to school:

- A. Park in the parking lot on school property, where cars are subject to be searched by school and/or legal authorities. School authorities may search a student and/or the student's personal effects in the student's possession when there are reasonable grounds for suspecting that the search will

- produce evidence the particular student has violated or is violating either the law or the school's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective.
- B. Provide a copy of driver's license and proof of insurance must be on file in the Principal's office.
 - C. No loitering in cars before or after school or during PE or lunch.
 - D. Students must place their keys in cell phone cabinet upon arrival.
 - E. Keep car locked at all times. The school assumes no responsibility for stolen or lost items left in cars.
 - F. Students will not be permitted to go out to their cars after they have entered the school building for the day until dismissal.
 - G. School rules regarding possession of alcohol, controlled substances, "look-alikes", synthetics, drug paraphernalia, or weapons shall apply in any vehicle search conducted on school grounds or within 1000 feet of a school building/facility.
 - H. Students are not permitted to drive other students to or from school. Parents may provide transportation for other students when written permission by both students' parents is on file with the Principal and Principal has been given prior approval.

VERBAL HARASSMENT – BULLYING – CYBERBULLYING – TEEN DATING VIOLENCE

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 school goals. Students are encouraged to immediately report harassment and bullying when seen to their teacher or administration.

Harassment: Students cannot make verbal and/or implied threats to teachers/staff or other students. Statements, actions or digital communication that can alarm, disturb, harm, or interfere with the orderly operation of the school will not be tolerated. This could include comments which are actual or perceived to be disparaging to race, color, religion or creed, national origin or ancestry, sex, age, physical or mental disability, or veteran status. Discipline will be assessed on a case-by-case basis.

Bullying: The ROE 53 Safe School and Academy prohibits all acts of harassment, intimidation or bullying of a student. The Regional Office of Education 53 has determined that a safe and civil environment in school is necessary for students to learn and achieve academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. This could include comments which are actual or perceived to be disparaging to race, color, religion or creed, national origin or ancestry, sex, age, physical or mental disability, or veteran status.

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. Discipline will be assessed on a case-by-case basis.

VIOLATIONS

The violation of any policy or guideline may result in the dismissal from the ROE 53 Safe School and Academy. Students may be subject to school discipline for gross disobedience or misconduct that happens on or off campus, regardless of whether the misconduct is at a school-sponsored event.

The policies procedures contained herein are in compliance with the Governing Board of the ROE 53 Regional Safe School and Academy.