

Livingston County Special Services
School Programs

Parent/Student
Handbook
2011 - 2012

Crossroads

Academy

SAILS

SAILS

Livingston County Special Services Unit

A Vision for the Schools of Livingston County

Education should be directed at all aspects of human development, emotional, social and intellectual so that each student will become the best citizen of which she or he is capable, with a motivation for life-long learning. We, as a community, are committed to providing a nurturing and healthy environment in which all students can learn.

A Mission for Livingston County Special Services Unit

1. The educational needs of all students are identified and addressed by providing a broad range of high quality services.
2. Utilize and expand the knowledge and skills of educators, parents, students and the community so that they work together to design, implement, evaluate and maintain effective educational programs.
3. Develop programs that promote healthy and nurturing environments that address the emotional, social and intellectual needs of students.

Goals of Livingston County Special Services Unit

1. All students will be educated in their home school with appropriate supports to ensure success.
2. LCSSU staff will provide technical assistance and support in implementation of student assistance teams in every school.
3. Implementation of an assessment system that provides appropriate data for planning, implementing and evaluating effective educational programs.
4. LCSSU staff will develop a written plan to work together with the school districts to provide educational opportunities and support for parents and students.
5. Create partnerships within the community to help students reach their educational goals.

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the District office located at:

Livingston County Special Services Unit
920 Custer Avenue, Suite A
Pontiac, IL 61764

The School Board governs the school programs, and is comprised of the member school districts' superintendents. Current Board members are:

Dr. John Capasso: Prairie Central Community Unit District #8 - Board President
Jerry Farris: Flanagan-Cornell Unit #74,
Mark Jontry: Regional Office of Education #17
Julie Schmitt: Seunamin Community Consolidated District #438
Amy Smith: Cornell District #426
Richard Jancek: Dwight District #230 and #232
Jim Davis (Interim) Leo Johnson: Pontiac Township High School District #90
Steve Fink: Tri-Point Community Unit School District #6J
Steve Endress: Woodland Community Unit School District #5
Bill James: Rooks Creek Community Consolidated District #425
Mark Hettmansberger: Odell Community Consolidated District #435

The School Board has hired the following administrative staff to oversee the school programs:

Dawn Conway, Director
Rose Smith, Assistant Director
Thomas Proctor, Principal
Julia Cotter, Program Supervisor SAILS I & SAILS II
Caryl McCoy, Transition Coordinator

The schools are located and may be contacted at:

Crossroads
1305 Indiana Avenue
Pontiac, IL 61764
Phone: 815-844-5749

Academy
920 Custer Avenue
Pontiac, IL 61764
Phone: 815-844-7115

SAILS I
920 Custer Avenue
Pontiac, IL 61764
Phone: 815-844-7115

SAILS II
700 S. Division
Chenoa, IL 61726
(815) 945-2971

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Insert 2011/2012 Calendar Here

SAILS/Academy/Crossroads

August	15	Monday	No School	Staff Institute
August	16	Tuesday	No School	Staff Institute
August	17	Wednesday	Early Dismissal	11:15 a.m.
August	18	Thursday		Regular Dismissal
September	5	Monday	No School	Labor Day
September	23	Friday		Progress Report End Date
September	26	Wednesday		Progress Reports Go Home
October	7	Friday	No School	Staff Institute
October	10	Monday	No School	Columbus Day
October	15	Friday		End of First 9 Weeks
October	18, 20	Tues., Thurs	Early Dismissal	11:15 a.m. School Improvement
October	21	Friday	No School	Parent/Teacher Conference
November	18	Friday		Progress Report End Date
November	23	Wednesday		Progress Reports Go Home
November	23	Wednesday	Early Dismissal	11:15 a.m.
November	24	Thursday	No School	Thanksgiving Day
November	25	Friday	No School	Thanksgiving Vacation
December	16	Friday		End of Second 9 Weeks
December	16	Friday	Early Dismissal	11:15 a.m.
December	19	Monday	No School	Winter Break Continues to 1/3/12
January	3	Tuesday		Students Return from Break
January	4	Wednesday		Report Cards Go Home
January	13	Friday	Early Dismissal	11:15 a.m. School Improvement
January	16	Monday	No School	Martin Luther King Jr.
February	3	Friday		Progress Report End Date
February	8	Wednesday		Progress Reports Go Home
February	20	Monday	No School	President's Day
March	5	Monday	ISAT Testing	Ends 3/16/12
March	11	Friday		End of Third 9 Weeks
March	13	Tuesday	Early Dismissal	11:15 a.m.
March	14	Wednesday		Report Cards Go Home
March	15	Thursday	Early Dismissal	11:15 a.m.
March	16	Friday	No School	Parent/Teacher Conference
March	19 - 23		No School	Spring Break
March	26	Monday		School Resumes from Spring Break
April	6	Friday	No School	Good Friday
April	9	Monday	No School	Easter
April	20	Friday		Progress Report End Date
April	25	Wednesday		Progress Reports Go Home
May	22	Tuesday		End of Fourth 9 Weeks
May	23	Wednesday	No School	Staff Institute
May	24	Thursday	Early Dismissal	8:00 – 8:30 a.m. Report Card Pick-up
May	28	Monday	No School	Memorial Day

SAILS II School Calendar

* Follows Prairie Central Dist #8 Schedule

3-Aug	-	Registration: All schools, grades PreK-8, 11-12, 11 AM—6 PM
4-Aug	-	Registration: All schools, grades PreK-10, 7 AM—1 PM
5-Aug	-	Registration make-up (HS, any student, 8:00 AM—3:30 PM)
11-Aug	-	Prairie Central New Teacher Orientation
19-22-Aug	-	Teacher institutes (full-day)
23-Aug	-	Student attendance: 1:00 dismissal (hot lunch served), all K-12 classes begin, kindergarten AM (regular schedule), PM (shortened schedule)
24-Aug	-	All ECE, Pre-K classes begin
23-Sep	-	Homecoming – 1:21 – 1:45 PM dismissals
29-Sep	-	Parent-teacher conferences for grades 9-12 (4:00 PM – 7:30 PM)
21-Oct	-	End of 1st quarter 42 days
1-Nov	-	Parent-teacher conferences for grades K-8 (4:00 PM – 7:30 PM)
3-Nov	-	Parent-teacher conferences for grades K-8 (4:00 PM – 7:30 PM)
22-Dec	-	End of 2nd quarter/semester 41 days
7-Feb	-	Parent-teacher conferences for grades 9-12 (4:00 PM – 7:30 PM)
17-Feb	-	Teacher institute (full-day)
8-Mar	-	End of 3rd quarter 46 days
30-May	-	Teacher institute (full-day)
31-May	-	Report card day/last day of school 46 days

Early Dismissal Days

- * One-hour early dismissals: Scheduled for 24-Aug - 2-Sep, 29-Sep, 1-Nov, 3-Nov, 23-Nov, 22-Dec, 7-Feb, 23-Mar, and 5-Apr;
- * Special early dismissal: Beginning at 1:21—is scheduled for 23-Sep, Homecoming

Breaks

Winter: 23-30-Dec (Return 2-Jan)
Spring: 26-30-Mar (Return 2-Apr)

Special Events

ISAT Testing 5-16-Mar
PSAE Testing 24-25-Apr

1.0 General School Information

1.1 Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings will also be posted on the LCSSU website at www.lcssu.org. School closings for any reason will be announced by 7:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

Champaign	T.V. Station WCIA	Channel 3
Peoria	T.V. Station WHOI	Channel 4
Peoria	T.V. Station WEEK	Channel 5
Peoria	Radio Station WMBD	93.3 FM
Dwight	Radio Station WLDC	98.9 FM
Pontiac	Radio Station WTRX	93.7 FM
Bloomington	Radio Station WBNQ	1230 AM
Bloomington	Radio Station WBWN	104.5 FM

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, students will be released from school as their transportation arrives.

1.2 Attendance

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. 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.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

1.3 Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the Principal. The school may require documentation explaining the reason for the student's absence. An unexcused absence may result in the loss of days earned on any given level, or the loss of a level per the behavioral level system.

In the event of any absence, the student's parent or guardian is required to call the school at:

Crossroads	815-844-5749
Academy	815-844-7115
SAILS I	815-844-7115
SAILS II	815-945-2971

An excused absence should be called in 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 or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Any student who is absent more than three consecutive days for medical reasons will be required to provide a physician's verification of the illness. Failure to provide documentation will result in student absences being recorded as unexcused.

Please be advised that a student's transportation may be interrupted following an extended absence. Parents should contact the home school district's Transportation Director to resume transportation.

1.4 Truancy

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00. Students who are habitually truant will be reported to the Regional Office of Education, who may notify the State's Attorney for juvenile court action.

1.5 Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building Principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

1.6 Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school may not be allowed to make up missed work.

1.7 Homework

Homework is not generally assigned. The students are given ample time during the day to complete any assigned work. In the event a parent wishes their child to receive homework they should contact the building Principal. The time requirements and the frequency of homework will vary depending on a student's ability and grade level.

1.8 Grading & Promotion

School report cards and goal progress are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, goal acquisition and as part of the student's annual Individualized Education Plan. A student will not be promoted based upon age or any other social reason not related to the student's IEP.

1.9 Guidance & Counseling

The school provides a guidance and counseling program for students. The school's social workers are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. High school juniors and seniors have the opportunity to receive college and career-oriented information. As part of a student's Individualized Education Plan, a transition plan must be developed for every student at the age of 14 ½.

Psychologists/Social Workers may also be utilized to help the staff counsel students and assist in developing behavior modification plans for students as needed. This professional staff also helps develop annual reviews and review information required in 3-year re-evaluations.

1.10 Attendance at Home-School Functions

Attendance at school-sponsored functions at the home-school is a privilege.

Only students with prior permission from their home school Principal may attend school-sponsored events at the home-school.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored events. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
4. 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.
5. Vandalize or steal;
6. Haze other students;
7. Behave in a manner that is detrimental to the good of the school; or
8. Be insubordinate or disrespectful toward teachers and staff.

Students who violate the school's discipline code will be required to leave the premises and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code. In addition, the student may be restricted from attending any future school-sponsored events.

1.11 Teacher Qualifications

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

- Whether the teacher has met State certification 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.

1.12 Standardized Testing

Students and parents/guardians should be aware that students in grades 3 - 8 will take the Illinois Standards Achievement Tests (ISAT) between March 5th and March 16th, 2012. Students in grade 11 will take the Prairie State Achievement Exam (PSAE) on April 24th and 25th, 2012. A portion of the PSAE contains the ACT test. The PSAE is a graduation requirement. Certain students may qualify for the Illinois Alternate Assessment. 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 help their students 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 to students the importance of good performance on standardized testing;
5. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

1.13 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 location they are visiting. Approved visitors must be escorted throughout the building by LCSSU staff at all times.

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.

1.14 School Volunteers

For school-wide volunteer opportunities, please contact the building Principal. All approved school volunteers are required to check in and out at the main office.

2.0 Rights & Responsibilities

2.1 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, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, 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:
Dawn Conway, Director
Livingston County Special Services Unit
815-844-7115

2.2 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 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.

2.3 Education of Children with Disabilities

It is the intent of LCSSU and its member districts 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 which 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 office.

2.4 English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child’s placement in, and information about, the English Language Learners programs.

For questions related to this program or to express input in the school’s English Language Learners program, contact Rose Smith, Assistant Director, LCSSU at 815-844-7115.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school office.

2.5 Requests to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school Principal.

2.6 Parental Involvement (Title 1)

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides parents/guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves. In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance and participating, as appropriate, in decisions relating to the education of children.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Rose Smith, Assistant Director at 815-844-7115.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Dawn Conway at 815-844-7115.

The state's resources on parental involvement can be located at <http://illinoisparents.org>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

2.7 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.

For more information regarding assistance and support for homeless families, contact the building Principal.

3. Grading, Promotion, Graduation

3.1 Grading Scale

Livingston County Academy and Crossroads use the following grading scale to determine daily, quarterly, and semester grades:

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

3.2 High School Graduation Requirements

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

1. Completing all home district graduation requirements and IEP development;
2. Completing all courses described below;
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. And, Taking the Prairie State Achievement Examination.

Required Coursework:

- (1) Four years of language arts.
- (2) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject.
- (3) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content.
- (4) Two years of science.
- (5) 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.
- (6) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.

**** The above requirements do not necessarily apply to students with disabilities whose course of study is determined by an Individualized Education Plan. Graduation requirements will be determined by the team at the student's annual Individualized Education Plan meeting.***

3.3 Physical Education

All students must participate in daily Physical Education classes or present a physician's excuse for non-attendance in physical education. If it is necessary that a student be excused from participation in class for more than one day, the student must bring a written statement from a parent/guardian and present it to the teacher. All medical excuses from physical education for more than one day are only accepted with receipt of a physician's statement stating the specific reason and the length of time the student will be unable to participate.

3.4 Exemption from Physical Education Requirement

A student in grades 9-12 may submit a written request to the building Principal to be excused from physical education courses for the reasons stated below.

1. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
2. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).
3. A team decision during a student's Individualized Education Plan meeting:
 - a) A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:
 - (1) The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
 - (2) The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

3.5 Credit for Alternative Courses and Programs, and Course Substitutions

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building Principal approves the course in advance.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The building Principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. The district may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

3.6 Home and Hospital Instruction

A student who is absent 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 as well as for up to 3 months after the child's birth or a miscarriage.

This decision for home instruction would be decided upon by the team as part of the student's Individualized Education Plan meeting. For information on home or hospital instruction, contact the school Principal.

3.7 Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate.

The student and a parent should schedule an Individualized Education Plan meeting by contacting the classroom teacher or the school Principal. The final decision for early graduation will be made during the student's meeting.

3.8 Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

3.9 Driver's Education

Driver's Education must be taken at the student's home school. Arrangements for the driving portion must be arranged by the student, parent/guardian, and home district.

3.10 Vocational Training

Students may be eligible to participate in the work/study program through LCSSU. Upon completing the pre-requisites, a student may be considered for employment either on-campus or in the community. The student must work a minimum of 10-12 hours per week to receive credit for the job. He or she will also receive 200 minutes per week in related classroom instruction. Credits will be separate for both the job and the classroom and will correlate to the credits given for the same at the student's home school. Work/study is considered a privilege and the students are expected to demonstrate their greatest personal responsibility in this program. Students on Level 1 will not be considered for work/study assignments. Students that are involved in a work/study assignment that are dropped to Level 1 may lose that assignment. Any determination will be made by the IEP team.

3.11 Curriculum

The curriculum varies from year to year. It is prioritized based on the needs of current students. Electives are varied each year and all effort is made to offer classes that will prepare students for college and/or other vocational interests.

3.12 Social Skills Training/Aggression Replacement Training

Each day the students and staff are involved in social skills training. Topics discussed/role-played include anger management, self-esteem building, dealing with stress, effects of alcohol and other drugs, relationships, and many other social scenarios. Social service agencies may provide programs as well. Participation in discussions and assignment completion are factors in receiving a pass/fail grade for credit toward graduation.

This is a critical component of the Academy/Crossroads program. Student participation in the classroom instruction, discussion, and role-playing is mandatory. Any student refusing to participate will not progress on the level system.

4. School Procedures

4.1 School Breakfast & Lunch Program

Payment for the breakfast/lunch programs must be paid in advance. Students may also bring a sack lunch if they prefer. Please no microwavable meals. Sack lunches are to be given to homeroom teacher upon arrival. They will be stored in a refrigerator until lunches are dispersed. Lunch count is turned in at 9 a.m. Students arriving to school after 9 a.m. will need to notify the school prior to 9 a.m. or no lunch will be ordered for them. In those instances, students will be sold a peanut butter and jelly sandwich, fruit, and milk. The standard lunch price will apply. The cost for breakfast and lunch are:

Breakfast: \$1.50 (reduced \$.30) Lunch: \$2.65 (reduced \$.40)

Students are not allowed to trade or share their food with any other students.

Free or reduced price meals are available for qualifying students. For an application, contact the building Principal.

4.2 Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed from home. The office is unable to release addresses and phone numbers of students.

4.3 School Pictures

Parents/guardians will be notified in the fall when student pictures will be taken. Pictures will be taken of all students for their cumulative folder. A packet of pictures may be purchased by the parent/guardian, if paid in advance.

4.4 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.

4.5 Video & Audio Monitoring Systems

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.

4.6 Fines, Fees, and Charges

The LCSSU school programs do not require any additional fees. A charge or fine may be assessed to any student for lost or damaged books, locks, materials, supplies, and/or equipment.

4.7 School Supplies

Parent/Guardian will be notified at the time of registration or at the beginning of the school year of any needed school supplies.

4.8 Parking

Students are not allowed to drive to school. In the event a student wants to drive, he or she must make a request to the building Principal. The parents will be notified of the request and permission must be granted by the parents. If permission is granted by the parents and the building Principal, the student will be provided with a copy of the driving privileges guideline. The student will be expected to follow the guidelines at all times. In the event the student does not comply with the guidelines, he or she may lose the driving privilege immediately.

4.9 Safety Drill Procedures and Conduct

Safety drills will occur at times throughout the school year. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of two (2) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

4.10 Emergency Crisis Plan

An Emergency Crisis Plan has been developed and all staff are trained in the emergency procedures. The plan is reviewed annually with the local emergency providers. This plan is available for review upon your request and by scheduling an appointment with the Principal.

4.11 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.

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 building Principal;
- Other reasons as determined by the school.

4.12 School Visitation Rights

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. Letters verifying participation in this program are available from the school office upon request.

4.13 Healthy Work Environments

All Livingston County School Programs are in compliance with environmental standards as established by current state law. Written requests to review the most recent environmental study of the facility will be honored within five (5) work days with photocopies of the management plan at reasonable costs.

4.14 Asbestos

It has been determined by the Illinois Department of Public Health and the Federal Environment Protection Agency that asbestos is a potential health hazard. As required, our buildings were inspected for asbestos. The AHERA law requires that a visual surveillance of asbestos containing areas be conducted every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Annual Asbestos Management Plan.

The Inspection/Management Plan is available for public view at the LCSSU central office library. It may be reviewed by making an appointment. To schedule an appointment please contact Rose Smith at 815-844-7115.

4.15 Mandated Reporters

All school personnel, including teachers, drivers, paraprofessionals, related service personnel, 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. For additional information, contact the building Principal.

5. Transportation

5.1 Bus Transportation

The home school district provides bus transportation to and from school for all students attending the Livingston County School Programs. Parents should check with their home school office for the location of the student's bus stop. Students are not permitted to ride a bus other than the bus to which they are assigned.

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 and home school district.

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.

5.2 Bus Expectations

In the interest of the student's safety and in compliance with State law, students are expected to observe the rules set forth by the home school district and the bus company.

Students may be suspended from riding the school bus. All efforts are made to develop a plan that will allow the student to continue riding the bus and to prevent further behavioral concerns. The district's regular suspension process may be used to suspend a student's privilege to ride a school bus.

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. To request a viewing or for any other questions regarding school transportation issues, contact the building Principal.

6. Health Procedures

6.1 Immunization, Health, Eye, and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received 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.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year could result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. 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 before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) 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. Religious or medical grounds if the student's parent/guardian presents to the building Principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. 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
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

6.2 Student Medication

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 "Student Medical 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.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent has completed and signed an Authorization for Student Self-Medication Form. The school and 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 or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to 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 auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

6.3 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 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.

6.4 Head Lice

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

1. Parents are required to notify the school nurse 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 nurse or building Principal 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.

7. Technology Use

7.1 Internet 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.

7.2 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:

- 1. Will cause 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, 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, or contains indecent and vulgar language;
- 4. Is primarily intended for the immediate solicitation of funds;

5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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.

8. Behavior, Positive Supports, and Discipline

8.1 General Building Conduct

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students are to remove hats, bandanas, or any other form of head covering upon entering the building. These are to be stored in their locker or secured with their homeroom teacher during the school day.
- Students are expected to be well mannered in the hallways. Students shall walk, use appropriate voices, and keep hands and feet to themselves.
- Students shall respect school property. Keeping the school building and its contents in excellent condition is everyone's responsibility.
- Food/Drink items should only be brought to school after student has gained permission from the classroom teacher. Reminder, food and drinks are not allowed on the bus. If students do bring food or drink items, they must store them in their locker or secure them with the homeroom teacher during the school day.
- Cell Phones must be secured in the student's locker.* Students shall turn the units off prior to storage.
- MP3 Players, CD players, and other media devices may be stored in the student's locker during the school day.*

* LCSSU and its employees are not responsible for any media/electronic device brought into the building. Student accepts all responsibility for any loss or damage that may incur.

8.2 School Dress Code / Student Appearance

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 may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories are to be worn as to not cause a disruption to the learning environment.
- Jewelry of any kind, including body piercings, may not be worn in the building.
- Tattoos must be covered during the school day.
- 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.
- Appropriate footwear must be worn at all times.
- 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, parental contact, or dismissal from school for that day.
- If there is any doubt about dress and appearance, the building Principal will make the final decision.

8.3 General Rules/Expectations

The expectations of the Livingston County Academy and Crossroads programs are:

- Rule One: Safe Boundaries – All actions must maintain a safe environment.
- Rule Two: Speak with Respect – All words must be respectful and appropriate.
- Rule Three: Use Appropriate Social Competencies – Behave in a manner which is appropriate for being in public. Show manners.
- Rule Four: Use Self-Control at All Times – Behave in a way that allows program activities to continue smoothly.
- Rule Five: Positively Interact with Others – Interact positively with staff and peers.

These are the expectations of all students at all times throughout the school day. Staff teach, model and reinforce the appropriate behaviors continuously throughout the school day based upon the Aggression Replacement Training curriculum. Student behavior is monitored throughout the day using a point system. Students exhibiting appropriate behaviors have the opportunity to advance on the level system, and subsequently, earn additional school privileges.

8.4 Individual Classroom Rules

In addition to the above expectations, each teacher will have individual classroom rules and expectations. All students are expected to abide the individual classroom teacher's rules.

8.5 Daily Check-In

For the safety and supervision of students, to maintain discipline and order, a daily check-in will be used to determine a student's readiness for school and will include a visual search of the student and his/her belongings. A body scan using a hand-held metal detector, and an evaluation of compliance with the school dress code will be conducted. Students in violation of any school policy will not be allowed into classrooms until compliance is met. Failure to comply may result in student being placed in Alternative Learning Placement.

Each student is assigned a locker, which is considered school property. Students are to place all personal possessions into their locker upon arrival at school. Lockers may be searched if there is reasonable suspicion of a school prohibited item. 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 or a local law enforcement officer.

8.6 Student Conduct & Discipline

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. 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.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
 - f. 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.
 - g. 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 firearm or "look alike," 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.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner. All cell phones and similar electronic devices must be kept powered-off and stored in the student's locker 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); or (c) 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.
 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 10. Bullying, hazing or any kind of aggressive behavior or encouraging other students to engage in such behavior.
 11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 12. Being absent without a recognized excuse.
 13. Being involved with any public school fraternity, sorority, or secret society.
 14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
 16. 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.
 17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
 18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.

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.

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.

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; or
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.

Disciplinary Measures

Disciplinary measures may include:

1. Withholding of privileges.
2. Temporary removal from the classroom.
3. Loss of level on the school's behavioral level system.
4. Assigned to Alternative Learning Placement.
5. Seizure of contraband.
6. Notifying parents/guardians.
7. Disciplinary conference.
8. Police Contact.
9. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
10. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.

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.

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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:

- (1) A firearm. For the purposes of this Section, “firearm” means 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.

Gang & Gang Activity

“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.

8.7 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

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.

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.

8.8 Police Contact

The School Police Liaison Officer or the local law officials may be contacted in order to preserve the peace and safety of the staff and students. The building Principal may contact local law officials for any of the following reasons:

- Suspected drug or alcohol use.
- Suspicion of drugs or alcohol brought onto school grounds.
- Suspicion or knowledge of a known felony having been committed by a student.
- Threat or imminent danger of physical aggression to staff or students.
- Property damage to school building or supplies.
- Leaving school grounds without permission.
- Refusal to leave a classroom or other part of building when directed to by the building Principal.

All efforts will be made to avoid contacting law officials. If applicable, students will be advised in advance before law officials are summonsed.

8.9 Bullying, Intimidation & (Sexual) Harassment

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

No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions 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 bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the building Principal or school social worker. 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.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

8.10 Leaving the Building/Grounds without Permission

No student is to leave the school building/school grounds without staff permission. Students in violation will be given consequences based upon the behavioral level system. Local law enforcement will be notified immediately.

8.11 Leaving a Supervised Area without Permission

Students are to remain within assigned areas throughout the school day. Students in violation will be given consequences based upon the behavioral level system.

8.12 Sleeping in Class

Students are not allowed to sleep while in attendance. ***Any student with head down and/or eyes closed is considered sleeping.*** Students are expected to sit upright and remain academically engaged while attending classes. Students in violation will be given consequences based upon the behavioral level system. Excessive sleeping may warrant parent/guardian contact.

The school staff realizes that some students require medication that may interfere with the student's sleep cycles, or may cause drowsiness. If this is the case, please contact the building Principal. Provisions will be discussed and may be implemented based upon the student's IEP.

8.13 Lunch & Cafeteria Rules

Lunch Rules

Students may not leave campus during lunch, except with permission granted by the building Principal. Lunches are served in the student's classroom. During lunch, students are expected to follow all classroom rules. Students shall remain seated until lunch is distributed and shall remain seated until the lunch period ends. Once directed by school staff, students are expected to clean the area in which they were seated, dispose of any trash in the appropriate receptacle, and return to their assigned seat. In addition to the classroom rules, students are expected to abide by the following:

- Students shall sit in their assigned seat.
- Students will use appropriate tone and volume when talking.
- Students shall return unwanted food or drink items to the classroom staff.
- Students shall remain seated throughout the lunch period.
- Students shall follow the instructions of the classroom staff at all times.
- Students shall report spills and broken containers to classroom staff immediately.

8.14 Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

8.15 Alternate Learning Placement

The Alternate Learning Placement is a learning environment secluded from the original classroom placement. Its purpose is to provide an in-school environment for students whose behavior has created a major disruption to the learning environment of others. This placement is generally used in lieu of an out-of-school suspension. However, it can also be used as a method for therapeutic purposes.

For Crossroads and Academy Only:

Expectations:

1. Student is expected to earn his /her day based upon the level point system.
2. Student is expected to complete all assigned work.
3. Student is expected to abide by all the school rules.

Consequences:

1. Any student leaving the assigned area will be given additional consequences. Consequences to be at the discretion of the administration.
2. Any work not completed during the assigned Alternate Learning Placement will be given a zero in the grade book. These assignments will not be allowed to be made up.
3. Failure to abide by the school rules will result in additional consequences. Consequences to be at teacher and/or administration discretion.
4. A student is still eligible to earn his or her day while in the Alternate Learning Placement.

8.16 Motivational Grading

For Crossroads and Academy Only:

The school believes that student effort is a critical aspect of a student's progress and success in school. In order to motivate students to display good classroom effort, an Effort Grade is utilized as part of a student's grades. In addition to the letter grade given to the completed work, students will also receive a numerical grade, (3-0), to reflect their effort on the completion of the required assignment and participation.

- 3** = Exceeds Expectations. The student remained on task and cooperated with the teacher at all times.
- 2** = Meets Expectations. The student completed the majority of the work and cooperated with the teacher the majority of the time.
- 1** = Did not meet expectations. The student completed less than the expected amount of work and participation.
- 0** = The student did not complete any work. The student was either not in the classroom or was disengaged from the instruction for the entire period.

The student's effort grade has an impact on their overall grade. The cumulative effort grade will be averaged and will affect the academic grade accordingly:

- 3.00 – 2.70 Effort grade raises the student's grade one letter.
- 2.69 – 1.70 Effort grade has no impact on letter grade. Grade stays the same.
- 1.69 – 0 Effort grade lowers the student's grade one letter.

8.17 Time-Away

Students with challenging behaviors are at times unwilling or unable to perform assigned tasks. At this point, they may intentionally engage in acting out behaviors in order to be removed from the classroom, or remain passively unengaged in learning activities, or engage in behaviors that interfere with the learning of other students. In these circumstances, the student is not under instructional control (following directions, attentive to teacher, sitting in chair, etc.), nor is he or she engaged in the learning process. Although it is impossible to force an unwilling student to do an assignment, it is unacceptable to have students engaging in acting-out behaviors in order to escape a task. Therefore, a procedure called Time-Away may be warranted as a teaching tool to increase the student's ability to cope with task demands.

Time-Away is a procedure in which the student exercises the option to leave a learning task which has become aversive to him or her. The student moves to a location in the classroom designated for this purpose and remains there until he or she is ready to cope with the demands of the learning environment. When ready, the student returns to the assigned location by his or her own initiation, not by the teacher signaling a return.

By utilizing this procedure, the student learns positive methods of escaping unwanted tasks. Staff will work with the student in trying to identify why the task was seen as aversive by the student, and in developing additional positive means of handling these types of situations. Any abuse of the Time-Away procedure will be dealt with on an individual basis with the student. This may involve limiting the number of times the student may access the Time-Away area, imposing a cost (points) for its use, or finding an alternative Time-Away area.

8.18 Policy on Physical Restraints

The school staff is committed to maintaining safety and supervision of all students. For that reason, it may become necessary for the staff to take steps to prevent a student from physically hurting him/herself, or someone else. The staff have been trained, and are updated regularly in the methods of Non-violent Physical Restraint based upon the Conflict Prevention Institute's (CPI) guidelines of physical restraint and transporting should an incident occur. The following parameters govern all staff interventions with students:

- The proactive, preventive philosophy and techniques of CPI will be employed. Materials explaining this philosophy and recommended techniques are available for inspection by notifying the building Principal.
- The preferred intervention for a student engaged in a problem behavior will always be verbal, gestural, or through prompting replacement behaviors rather than through physical restraint.
- Restraints will never be used for task refusal behaviors or any other behavior that does not require interventions of a last resort to prevent imminent danger to self or others.
- Only the staff trained and certified in CPI (<http://www.crisisprevention.com>) will use a physical restraint hold on a student when imminent danger is present.
- Staff not directly involved in the physical restraint will assist in managing and monitoring the other students, obtaining additional support if needed, and perform other supportive duties as assigned by the person in charge of the intervention at that time.
- Law Enforcement will be contacted if the staff does not believe they can de-escalate the student in a reasonable amount of time, or if imminent danger to self or others persists after an initial brief physical intervention.
- An emergency intervention report will be written and parental verbal or electronic notification will occur within 24 hours. For students with IEPs, an IEP team meeting will be scheduled to occur as soon as possible to either; 1) alter any existing behavior plan, or 2) discuss the need for a functional behavioral assessment prior to developing a new or replacement positive behavior intervention plan.

9. Privacy Rights

9.1 Student Privacy Protections

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 inspect the survey or evaluation upon, and 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.

9.2 Student Records

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school.

Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building Principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. 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; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. SW
Washington, D.C. 20202-4605

10. Violent Crime

10.1 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 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 building Principal.

Anytime that a convicted child sex offender is present on school property – 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.

10.2 Sex Offender & Violent Offender Community Notification Laws

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>

10.3 Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.