



# **ROE 53 Regional Safe School and Academy**

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

**STUDENT/ PARENT HANDBOOK**

**ROE 53 Safe School and Academy**

## ACADEMIC STANDARDS

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

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

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

### Academic Goals:

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

### Grading Scale used for internal programmatic purposes:

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

### Academic Integrity Policy and Procedure:

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

What is a violation of Academic Integrity?

Cheating includes but is not limited to:

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

### Plagiarism:

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

### Procedure following identified cheating or plagiarism, the teacher will:

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

### Consequences

If a student is found to be in violation of the standards of Academic Integrity:

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

### Social Skills:

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

### Communication:

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

### Final Exams for classroom based courses:

-Students in traditional classroom/ instructor lead courses will have a comprehensive exam at the end of each semester. Final semester grades will be weighted as follows: 40% 1<sup>st</sup> Quarter grade, 40% 2<sup>nd</sup> Quarter grade, and 20% Final Exam. Students may opt out of a final exam if all of the following criteria are met:

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

## **ACCEPTABLE USE POLICY**

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

Acknowledgement Form is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### ***Terms and Conditions***

1. **Acceptable Use** - Access to the ROE 53 Safe School and Academy's internet must be for the purpose of education or research, and be consistent with the educational objectives of the ROE 53 Regional Safe School and Academy.
2. **Privileges** - The use of the ROE 53 Safe School and Academy's internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator, in conjunction with the , will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time. The decision is final.
3. **Unacceptable Use** - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as a file space;
  - f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
  - n. Visiting websites deemed inappropriate or in violation of Academic Integrity policy.
  - o. Altering device or application settings without permission in any way.
4. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your messages to others;
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language;
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues;
  - d. Recognize that e-mail is not private. The Regional Office of Education 53 owns the network/ email system and has access to all email. Messages relating to or in support of illegal activities may be reported to the authorities;
  - e. Do not use the network in any way that would disrupt its use by other users; and
  - f. Consider all communications and information accessible via the network to be private property.
5. **No Warranties** - The ROE 53 Regional Safe and Academy make no warranties of any kind, whether expressed or implied, for the service it is providing. The ROE 53 Safe School and Academy will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. The ROE 53 Safe School and Academy specifically deny any responsibility for the accuracy or quality of information obtained through its service.

6. Indemnification - The user agrees to indemnify the ROE 53 Safe School and Academy for any losses, costs, or damages, including reasonable attorney fees, incurred by the ROE 53 Safe School and Academy relating to, or arising out of, any breach of the *Authorization*.
7. Security - Network security is a high priority. If you can identify a security problem on the internet, you must notify the system administrator or the Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network and/or hardware. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges - The ROE 53 Safe School and Academy assumes no responsibility for unauthorized charges for fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

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

### **STUDENT/ PARENT/ TEACHER CONFERENCES**

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

### **ADA**

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

### **COMMUNITY FIELD TRIPS**

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

### **EMERGENCY SCHOOL CLOSINGS**

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

Parents are encouraged to make prior arrangements for their students in the event of emergency changes in the school day. Local television stations NBC 25/HOI-19 will be contacted to announce cancellation of school and/or bus routes and changes in the school day. The ROE 53 Safe School and Academy will be listed as the "ROE 53 Safe School and Academy". Mass notifications will also be sent via REMIND to cell

phone numbers or emails provided at intake. You can sign up for REMIND notifications by texting @roe53 to 81010. In addition, notification will be posted on the school's Facebook page found at <https://facebook.com/ROE-53-Regional-Safe-School-and-Academy-1449922568560112/>.

### **HOME AND SCHOOL COMMUNICATION**

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

### **INTERROGATIONS AND SEARCHES**

#### **Search and Seizure**

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

#### **Student and His/ Her Personal Effects**

Certificated employees and school administrators may search a student and/or the student's personal effects (e.g., wallets, notebook, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the ROE 53 Safe School and Academy' student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **LUNCH**

Lunch is provided daily for students enrolled and in attendance at no cost to parents. Students with specific food needs need to bring their own lunch from home; however, accommodations will be made in the form of a refrigerator and microwave to assist in meeting their need. Lunch time is meant to be a time of relaxation and socialization for all students based on privileges in place. All program procedures continue to be implemented and all students continue to be monitored during lunch time.

### **ORIENTATION AND ASSESSMENT**

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

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

### **PARENT-STUDENT POLICY ON ALCOHOL AND DRUGS**

The ROE 53 Safe School and Academy is committed to maintaining a **Drug Free Environment** for each student. We encourage you, the parent/guardian, to talk to your child about the use of illegal and mood altering substances (alcohol, drugs, and cigarettes), to attend the parent workshops to learn more about drugs,

and to encourage your child through your own life's example of maintaining a **Drug Free Environment** for you and your child in which to live.

Communication is an important part of taking responsibility for one's behaviors and attitudes. Staff and counselors are here to help. Feel free to openly discuss any drug-related concerns with our designated ROE 53 Safe School and Academy staff.

ROE 53 Regional Safe School and Academy Policy:

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

The ROE 53 Safe School and Academy reserve the right to have the student screened and/or evaluated for potential drug/alcohol abuse at the parent's or guardian's expense.

If a student is suspected of substance use, a parent or guardian, police, and other authorities as appropriate will be notified and steps for the necessary consequences will take place including possible removal from the program.

### **RECIPROCAL REPORTING OF CRIMINAL OFFENSES COMMITTED BY STUDENTS**

In accordance with the Illinois School Code and reciprocal reporting agreements, the Police Department/School Liaison Officer and the School are obligated to report to each other criminal offenses committed by a student enrolled in the 's school, and to share that student's school records in accordance with federal and state law.

### **SAFETY and COMPLIANCE**

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

1. Prior to entering the school, notebooks, lunch containers, coats, etc., will be examined for any unauthorized items. All unauthorized items will be confiscated by school personnel. (This includes any item not included on the student supplies list).
  - ❖ *Authorized items defined: school books, notebooks, paper, pencils, home keys, other school appropriate and approved materials.*
2. **Students may not carry bags.** No backpacks, purses, or other bags will be permitted. If a student brings such an item, it will be locked in the office until the end of the school day. Access to the item will not be given to the student throughout the day.
3. Students are required to turn in cell phones when they enter the building and can pick them up at the end of the school day. No possession or use of cell phones is allowed.
4. Any item that promotes the use of alcohol, drugs, tobacco, any other illegal substance, or displays these products may not be worn or carried.
5. Any item that displays any implicit or implied obscenity is libelous, slanderous, indecent, lewd, or vulgar may not be worn or carried.
6. Any article of clothing, hairstyles, gesture, drawing, etc., that displays or references a gang or commonly is associated with a gang or cult, or promotes violence, will not be allowed.

7. To ensure our facility is not accessed by unauthorized people, the entrance doors will be kept locked during the school day. All rooms and common areas can be quickly exited without a key.

### **SCHOOL HEALTH SERVICES**

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

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

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

### **SECURED CAMPUS**

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

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

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

### **SEX OFFENDER REGISTRATION ACT**

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

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

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

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

### **SEXUAL HARASSMENT**

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

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

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. substantially interfering with a student's educational environment;

- b. creating an intimidating, hostile, or offensive educational environment;
- c. depriving a student of educational aid benefits, services or treatment; or
- d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting the student.

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

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

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

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

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

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

### **STANDARDS OF STUDENT DRESS**

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

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

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

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

- A. The wearing of apparel depicting alcohol, drugs, sexual connotations, obscenities, violence, ethnic or racial slurs, weapons, or superiority is prohibited.
- B. Extremes of brevity (or too much uncovered) in attire are inappropriate. Students should be covered from shoulders to mid-thigh at all time and all shirts must have wide shoulder straps. **Attire that exposes the belly or back area, whether standing, sitting, or during activity is not appropriate.** No excessively short skirts, dresses, or shorts will be permitted. No halter or strapless tops will be permitted. Likewise, immodest and revealing attire is not appropriate for school, for example low-cut tops, cleavage, and exposed undergarments are not allowed. T-shirts may be given to cover over-exposed areas.
- C. **NO PAJAMA OR YOGA PANTS OR LEGGINGS are permitted.** Exceptions may be granted by Principal.
- D. Reasonable cleanliness of person and wearing apparel is expected.
- E. **Hats may NOT be worn in the building** to support standards of safety and hygiene. Hats worn to school must be stored in the office and will be returned at the end of the school day.
- F. Students must wear clothing and shoes appropriate to participate in PE. Students may bring tennis shoes to school in the event their shoes are not athletic.
- G. Students will be required to wear masks when on a school bus or in the school building. Should guidelines from IDPH or ISBE change, this requirement may be revisited. Students who provide a doctor's note indicating they cannot wear a mask will be required to wear a face-shield while on the bus or in the building.

### STUDENT ATTENDANCE

It is important for all students to have good attendance because

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

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

**STEP 1.** Call ROE 53 Safe School and Academy at (309) 383-3002 before 8:45 am and leave the following information. After 8:45 am will be considered an unexcused absence.

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

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

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

The following may be considered excused absences:

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

The following are considered unexcused absences:

- missing the bus.
- dress code issues and/or not ready for school
- a tardy after missing 16 minutes of school or leaving more than 16 minutes early.
- 7 tardies will be considered 1 day of unexcused absence

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

1. Medical Appointments

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

2. Court Appearances

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

3. Religious Holidays

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

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

**Attendance Policy:**

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

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

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

***Make up Work***

Students who have had an excused absence will be given the opportunity to make up their missed work. This work must be completed within two days of the absence. Students who have received a suspension either in school or out of school will be provided their work to complete, however it is due immediately when student returns to class.

**STUDENT GOALS**

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

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

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

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

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

**ACADEMY TUITION PAYMENT**

In order to attend the ROE 53 Academy, students and parents are required to pay tuition in the amount of \$250 per semester, a total of \$500 per year. This fee is due within one week of the student's start date and a student may not be allowed to continue attending if the tuition is unpaid. For returning students, tuition payments are due within one week of the beginning of the semester.

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

## **STUDENT SCHOOL RECORDS**

### *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*

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

## **STUDENT STANDARDS FOR CONDUCT**

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

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

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

## **GROSS DISOBEDIENCE AND MISCONDUCT**

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

### **Group 1: Primary Misconduct**

- Use of profane and/or crude language
- Unauthorized use of electronic devices
- Unauthorized possession or use of cell phone
- Violation of dress code
- Being in unauthorized location on school grounds
- Inappropriate public displays of affection
- Computer misuse
- Misuse of bus privileges
- Repeated absence or tardies

### **Group 2: Intermediate Misconduct**

- Absent without permission or AWOL
- Bullying or harassment
- Cutting class
- Possession of inappropriate materials
- Noncompliance
- Petty theft
- Use or possession of tobacco or e-cigs

- Unauthorized presence on school property
- Vandalism

**Group 3: Severe Misconduct**

- Assault
- Battery
- Sexual Harassment
- Weapons
- Vandalism
- Grand theft
- Use, under the influence, or possession of alcohol, drugs (drug look-a-likes and synthetics) and use and/or possession of drug paraphernalia

**CONSEQUENCES FOR GROSS DISOBEDIENCE AND MISCONDUCT**

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

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

Misconduct of several types or groups of offenses may result in a more rapid or severe discipline to address the offenses in addition to loss of privileges based on any incentive program in place. Also, severity of misconduct of any type or group may result in increased consequences to include removal from the program.

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

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

**EXTENUATING CIRCUMSTANCES**

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

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

## **SUPPORT SERVICES**

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

## **TRANSPORTATION**

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

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

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

### **RSSP Safe School Program:**

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

### **Academy Program:**

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

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

## **VIOLATIONS**

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

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