

# *PARENT STUDENT HANDBOOK*

**Kankakee Area  
Special Education Cooperative  
Alternative Day Program**

*2016-2017*

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## M E S S A G E F R O M T H E D I R E C T O R

Dear Parents/Guardians,

Welcome to a new school year! There have been many changes for the Kankakee Area Special Education Cooperative (KASEC). This handbook is designed to give you important information about the changes for KASEC's Alternative Day Program. We hope that you read this booklet carefully and place it in a convenient location for quick and easy reference. If you misplace this handbook, another one can be provided.

**The biggest change for the Alternative Day Program is its location. The Elementary and Junior High classrooms have been relocated to St. Anne Elementary School at 333 S. St. Louis Avenue in St. Anne, IL 60964. The High School classroom has been relocated to St. Anne Community High School in St. Anne, IL 60964. The Alternative Day Program continues to be run by KASEC. You will receive more information from your child's teacher and the program's administrator.**

We believe that cooperation between the family and the school is essential to providing students with a positive attitude toward learning. We look forward to working with you and your child.

If you have any questions regarding the information in this handbook, please contact your child's teacher or Debra Quain, Director at 815-939-3651.

Looking forward to a productive and successful school year.

Debra Quain  
Director

## ATTENDANCE

Students at the KASEC Alternative Day Program are expected to attend school regularly. Upon the student's enrollment, parents/guardians must (1) provide home, work and emergency telephone numbers to the KASEC Director and update them as necessary and (2) authorize all absences and notify the school in advance or at the time of the student's absence. If a student is absent without prior authorization, the staff shall make a reasonable effort to notify the parents/guardians within two hours after the first class by telephone. We ask that parents contact the school by 9:00 a.m. on any day their child is absent or tardy.

Although the school prefers that dental and medical appointments be made outside the regular school day, students may be excused from school for such services. However, parents are expected to send a note and/or call the Director to confirm the appointment. Also, please inform the school if your child contracts a contagious disease or will be absent for an extended period of time so that our staff may take appropriate action.

An absence will be considered unexcused if no call is received by 9:00 a.m. that day. This will negatively impact the student as it directly relates to his/her behavior points and level system.

It is the intent of KASEC to educate all children in attendance at the Alternative Day Program. Sleeping in class will not be tolerated. The student's parents and resident district coordinator will be notified of such occurrences and a plan will be created regarding the consequences of this behavior.

## TARDINESS

When students are coming in to class late, a parent must either call the school and/or send a note stating the reason for the tardiness. All students must be signed in by an adult, students cannot sign in for themselves. If no note is brought in, the student will receive a zero on the behavior scale for all periods missed. If the number of days tardy is excessive, the Attendance Assistance Program Officer and/or the Probation Officer will be contacted.

## PARENT TRANSPORT

When a parent/guardian transports a student to school, specific check in and dismissal procedures must be followed for safety reasons:

**STUDENT CHECK IN** - A parent/guardian must sign the student in at the front office. The student is not allowed to sign him/herself in at the front desk. Once the student is signed in, he/she will be escorted to his/her classroom.

**STUDENT DISMISSAL** - A parent/guardian must sign the student out at the front office. The student is not allowed to sign him/herself out at the front desk. Once the student is signed out, he/she will exit the school on the west side of the building (back of the building) at the regular Alternative Day Program exit at 2:30 p.m.

## TRUANCY

Students who are absent and do not bring a note from a parent stating a legitimate reason for the absence are considered to be truant for the day. Students with four or more days of truancy will be referred to the Attendance Assistance Program. Students who must attend school daily, as a condition of probation, will be reported to the designated Probation Officer.

According to 26-2A of the Illinois School Code, any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and/or a fine of up to \$500.

Any person who willfully induces or attempts to induce any child to be absent from school or who knowingly employs or harbors any child who is unlawfully absent from school for three consecutive school days, if convicted, is guilty of a Class C misdemeanor.

It is the responsibility of school personnel to provide assistance to the student and his or her parents in the form of support services, alternative programs, and other school resources in an effort to correct the truant behavior.

## PREARRANGED ABSENCES

No child will be allowed to leave school without his or her parent making prior arrangements. Please notify the School by note or by telephone 24 hours before the time the student is to leave school, if at all possible. We understand that there are times when medical, dental, and other important appointments must be made during the school day. However, we hope that prearranged absences will be kept to a minimum.

All students must be signed out by a parent/guardian at the front entrance. Students will exit the building on the west side of the building.

## INTERNET USE POLICY

KASEC is now able to enhance the students' education through the use of the Internet.

Parents should be aware that even though KASEC takes every precaution to prevent students from accessing inappropriate materials, it could occur. Therefore, please read KASEC's Authorization for Internet Access form carefully and sign indicating your agreement of the terms that are stipulated. Authorization forms must be signed before a student is permitted to use the Internet. Inappropriate use of KASEC technology will result in the termination of computer/technology privileges.

KASEC will not tolerate cyber-bullying of students and/or staff. Discipline will occur if the event is deemed disruptive to the educational environment.

## CURRICULUM AND ASSESSMENT

KASEC Staff and each Resident District shall work cooperatively to provide an appropriate curriculum which meets the needs of the students with disabilities and shall maintain a student assessment

program that provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against student learning objectives and state-wide norms.

## PROGRESS REPORTS

KASEC uses IEP meetings, behavior point sheets, and report cards to report student achievement to parents. Your child's teacher may schedule individual conferences with you throughout the year, and report cards and progress toward IEP goals will be issued each quarter (nine weeks).

Whenever you have a question, concern or information about your child that you think the teacher should know, please do not hesitate to call the school to request a conference.

## GRADUATION REQUIREMENTS

Students attending KASEC's Alternative Day Program follow the graduation requirements of their resident school district. Any modifications to the requirements would be determined by the student's IEP team with parent participation.

## HEALTH EXAMINATIONS AND IMMUNIZATIONS

Parents must present proof that their child has received a health examination and all Illinois Department of Public Health required immunizations and screenings for preventable communicable diseases **within one year prior to entering kindergarten or the first grade, entering the sixth and ninth grades; and when enrolling in an Illinois school, regardless of the student's grade** (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant delegated by a supervising physician to perform health examinations.

All children in Illinois who are entering Kindergarten, second and sixth grades are required to present proof of having a dental exam performed by an Illinois dentist.

Vision examinations are required for all children entering Kindergarten or enrolling in school for the first time.

**COMPLETED EXAMS AND PROOF OF IMMUNIZATIONS SHOULD BE ON FILE WITH THE COOPERATIVE ON OR BEFORE THE FIRST DAY OF SCHOOL. YOUR CHILD WILL BE EXCLUDED FROM SCHOOL AFTER OCTOBER 15 IF THESE REQUIREMENTS ARE NOT MET.**

## ADMINISTERING MEDICATIONS TO STUDENTS

Teachers and other non-administrative school employees, except certified school nurses, and non-certified registered professional nurses, shall not be required to administer medication to students. Parents are responsible for administering medications to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well being of the student.

A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parents have completed and signed a "School Medication Authorization Form." The Cooperative 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 the medication's storage by school personnel. Parents must indemnify and hold harmless the Cooperative 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 medication or the storage of the medication by school personnel.

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

All prescribed medication must be brought to school by the parent or be transported via the bus driver in an appropriately labeled pharmacy container. **At no time should the medication be given to the child to bring to school.**

Parents may obtain additional information, along with the necessary medication administration request and permission forms from the front office.

## MEDICAID ELIGIBILITY

If your child is eligible for Medicaid, the therapy and diagnostic services that his or her school provides are partially reimbursable to the student's residential district. Unless you object to this policy in writing, your child's school will release information concerning these services to the government automatically in order to qualify for Medicaid/AllKids reimbursement.

Please note: Claims by your child's school for Medicaid/AllKids reimbursement **DO NOT** have an impact on your personal ability to receive Medicaid funding now or in the future.

Written confirmation is required if you do not wish to have the Kankakee Area Special Education Cooperative or its member districts release information regarding the therapy and diagnostic services that are provided to your child. Please send these notes to your child's teacher or to Debra Quain, Director, Kankakee Area Special Education Cooperative at 333 S. St. Louis Ave., St. Anne, IL 60964 for elementary and junior high and 650 W. Guertin St., St. Anne, IL 60964 for high school.

Remember: Medicaid reimbursement is a source of federal funds that have been approved by Congress to help school districts maintain and improve their services for special education.

## SCHOOL WELLNESS

Student wellness, including good nutrition and physical activity are promoted in the Cooperative's educational program, school activities, and meal programs.

A doctor's note is required if a student is unable to participate in physical education for an extended period of time.

The Cooperative and Member Districts invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, school administrators, and the public.

## STUDENT SOCIAL AND EMOTIONAL DEVELOPMENT

Student social and emotional development is incorporated in the Cooperative's education program and is consistent with the social and emotional development standards contained in the Illinois Learning Standards. The objectives for addressing the needs of students for social and emotional development through the educational programs are to:

1. Enhance students' school readiness, academic success, and use of good citizenship skills;
2. Foster a safe, supportive learning environment where students feel respected and valued;
3. Teach social and emotional skills to all students;
4. Partner with families and the community to promote students' social and emotional development; and
5. Prevent or minimize mental health problems in students.

## STUDENT DRESS CODE

Students have the right to attend school dressed in a manner that reflects their own personal style, as long as their personal appearance and grooming does not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Standards include, but are not limited to, the following:

1. No outer coats, jackets, or hooded sweatshirts are to be worn in the classroom.
2. No baseball hats, any other hats or sunglasses are to be worn by students at any time.
3. No clothing or jewelry depicting sex, drugs, alcohol or language that could be considered obscene, offensive or vulgar should be worn to school. Appropriateness is determined by KASEC staff.
4. For health and safety reasons, students are required to wear shoes at all times. Flip flops, sandals and slippers are not permitted.
5. No heavy wallets or chains may be worn in school.
6. Earrings will not be permitted if they are perceived as a danger to the student's well being. Small studs are permitted. Large hoops or dangling earrings are not allowed.
7. Any clothing or jewelry that is known to be representative of secret sororities and fraternities, gangs, satanic cults, or other secret societies, as determined by the staff, is prohibited.
8. Any body markings, e.g., tattoos, or facial piercings, which could be considered disruptive to the educational process must be covered.
9. Pants must be worn at the waist. Wearing pants below the waist exposing undergarments will not be tolerated. Students are strongly encouraged to wear a belt if the size of their pants exceed their waist measurement.



10. Examples of unsuitable attire that should not be worn to school are lowcut tops, bare midriff tops, halter-tops, bareback outfits, spaghetti strap tops, tank tops, mesh tops, pajama or look-alike pants and clothing with excessive holes and/or markings. If shorts or skirts are worn, they must be at least middle of the thigh in length.
11. Students on the highest level of the behavior system may be allowed to wear hooded sweatshirts and necklaces provided they do not become a distraction.
12. All decisions by KASEC staff regarding appropriate clothing are final.

## STUDENT PICTURES

Student pictures are usually taken in the Fall, with a "make-up" date established during that time period. Parents will receive information that explains the various package options and associated costs, which vary according to the type of package selected. All funds are usually handled through the contracted photographer; no money is handled by KASEC.

## FOOD SERVICE

Well-balanced and nourishing breakfasts and hot lunches are served daily and provided by St. Anne School District.

Students will be offered and the school will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans published jointly by the U.S. Departments of Health and Human Services and Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Director or designee shall restrict the sale of competitive foods, as defined by the USDA, in the food service areas during meal periods and comply with all ISBE rules. Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

If a student is expected to arrive late to school, the front office should be notified no later than 9:00 a.m. if a school lunch is desired that day. Students always have the option of bringing a sack lunch from home.

## EMERGENCY CLOSINGS

In the event that severe weather, including extreme heat or other emergencies that threaten the safety of students, staff or school property should force the closing of school, parents will be notified via announcements on WKAN 1320, WGFA 94.1 and WWLI 92.7 or 101.7. Please listen to your radio whenever weather conditions are threatening. Decisions to dismiss school early because of extreme heat will be announced by noon. If there is a closure, the Alternative Day Program will follow the decision made by St. Anne School District's Administration.

Parents who are not home during the day and cannot be contacted by phone should inform their children ahead of time about an alternate place to go in the event school is dismissed early.

## VISITING THE SCHOOL

Visits to your child's classroom are welcome, but you must schedule your visit in advance with the front office. Anyone interested in visiting the school should obtain a visitor's pass from the school's front office. The Cooperative expects mutual respect, civility, and orderly conduct among all individuals on school property or at school events.

The *School Visitation Rights Act* permits employed parents who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their child attends. Upon written request, employers must grant employees leave of up to eight hours per school year, not to exceed four hours in any given day, to attend their children's classroom activities or school conferences which cannot be scheduled during non-work hours.

For regularly scheduled, non-emergency visitations, KASEC will make time available for visits during regular school hours. Upon a parent's assertion of their rights under the Act, KASEC will provide written documentation of the time and date of each school visitation for the parent to provide to the employer.

## CALLING THE SCHOOL

Teachers or students will not be called to the phone during the school day unless there is an emergency. You may contact teachers before and after school or leave a message on the teacher's voicemail requesting that you be called as soon as there is an opportunity for the teacher to do so.

## STUDENT SAFETY

Student safety is KASEC's top priority. In addition to physical safety, KASEC is concerned with students' emotional well being and will help students cope with an emergency or disaster and its aftermath. Our safety plans include (1) planning for an emergency or disaster event; (2) responding to an emergency or disaster event; (3) returning to normal operations; and (4) minimizing the effects of an emergency or disaster. In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone.

KASEC communicates as needed with emergency preparedness resources. In the event of an emergency, you will be notified via announcements on WKAN 1320, WGFA 94.1, and WLVI 92.7 or 101.7.

Emergency responses will depend on the circumstances and may include evacuation or lockdown. You will be contacted as soon as possible at the home and/or emergency telephone numbers on your child's Emergency Information Record, and the news media will also be notified. Instructions regarding pick-up of students and/or any alternative methods for returning students to their homes will be provided at this time. If the threat is chemical or biological in nature, to avoid contamination, we may ask that no one enter or leave the building until it is safe to do so.

During any emergency or potential disaster and for the safety of all students and staff, we request that you follow the instructions of the KASEC Director and Staff. Defamatory or disruptive behavior

will only lessen our response effectiveness. If you have any questions or concerns about emergency and disaster management plans, please feel free to contact the front office. Your cooperation and support are appreciated.

## CONVICTED CHILD SEX OFFENDERS

State law prohibits a child sex offender from being present on school property or loitering on a public way within 500 feet of school property when persons under the age of 18 are present, unless the offender is a parent/guardian of a student present on school property or has permission to be present from the Governing Board or KASEC Director. A child sex offender must complete a *School Visit Request* in order to lawfully visit school property. This form must be completed for each visit to school property. If permission is granted, the Director shall provide the details of the offender's upcoming visit to the staff. In all cases, a certified employee designated by the Director shall supervise a sex offender whenever the offender is in a child's vicinity.

## ILLNESS AND EMERGENCIES

Sometimes emergencies occur at school, and we need to get in touch with you immediately. For that reason, it is critical that you fill out an Emergency Information Record when you enroll your child and inform KASEC's front office of changes throughout the school year.

If during the school day your child shows signs of having symptoms of a contagious disease, we will isolate him or her from other students and call you to take him or her home.

While every effort is made by the school to prevent accidents, they do happen occasionally. The school cannot do more than render first aid and notify the parents. We define "first aid" as the "immediate temporary treatment given in case of accident or sudden illness before the services of a physician can be secured."

When parents are notified of an accident or illness, they are, of course, expected to respond immediately and see that proper medical attention is given as soon as possible. If no one is usually home during the day, it is a good idea for you to arrange in advance for a neighbor or relative to take care of your child in case of an emergency. Be sure your child and the school know about these arrangements, as well as the name of your family physician, by including that information on the Emergency Information Record. If you and/or your family physician cannot be reached in an emergency and, in the judgment of the school authorities immediate medical and/or hospital attention is indicated, school authorities may send your child (properly accompanied) to an available hospital or physician or call for paramedic assistance.

**Please report any changes in your telephone number, emergency number, or address to your child's teacher immediately.**

## CONTROL OF HEAD LICE

Head lice (pediculosis) outbreaks are common among school children, and even the cleanest child can become infected. This condition is easily cured, but it is highly contagious. The KASEC Alternative Day Program follows the policy of the Kankakee County Health Department in regard to the treatment and control of head lice.

Students who are found to have head lice must be excluded from school until they are treated, and the hair is free of all nits. The KASEC staff must check the student before he or she can return to school.

When a student is found to have head lice, the other students in the class will be checked by school personnel. In cases where a student has more than one case of head lice in a relatively short period of time, intervention by the Kankakee County Health Department may become necessary.

Parents who have questions or concerns regarding the treatment and control of head lice can call the front office or the Kankakee County Health Department (815-937-7888).

## **FIRE AND DISASTER DRILLS/BUS EVACUATIONS**

Students at the Cooperative will participate in fire, weather, intruder and bus evacuation drills.

These drills are held annually and educate students on how to appropriately respond when an actual disaster occurs. Typically, students will participate in three fire drills, two weather drills, and one intruder and bus evacuation drill.

## **ILLINOIS ABUSED AND NEGLECTED CHILD ACT**

The Illinois Abused and Neglected Child Act designates that all school personnel are mandated reporters and responsible for reporting any suspected incidence of child abuse or neglect to the State Department of Children and Family Services (DCFS) immediately. Reports are made anonymously and the name of the person filing the report will not be shared with anyone, including parents.

## **SEARCH AND SEIZURE POLICY**

Students have no reasonable expectation of privacy regarding their personal effects contained on school property. When a staff member has a reasonable suspicion that a student is in possession of any drug, drug paraphernalia, a weapon or potential weapon, and/or any other inappropriate item, the following procedures will be followed in accordance with the *Illinois School Code*:

1. The student will immediately be taken to the Administrative Office.
2. The student will be told why he or she is there and will be asked to voluntarily submit to a search.
3. Any drugs, weapons or inappropriate items found will be immediately confiscated and turned over to the police.
4. Parents will be notified.

If a student refuses a voluntary search, he or she may be sent home until such time as the administration of KASEC is confident that the student is no longer a physical danger to himself or others. Police intervention is another alternative available. Before a student is returned to class, a parent conference may be required.

Searches of a student and/or the student's personal possessions, i.e., locker, purse, duffel bag, backpack, shall be conducted by two certified staff members.

There may be periodic unannounced searches of all possessions and desks in order to ensure an atmosphere that is safe and conducive to learning.

## RELEASE DURING SCHOOL HOURS

Teachers may not release students from school at other than the regular dismissal times without prior approval of the KASEC Director or designee. No student will be released from school to any person other than the custodial parent without the written or oral permission of the custodial parent.

## AGENCY AND POLICE INTERVIEWS

### Interviews by Police

The KASEC Director or designee will review law enforcement officers' credentials and any legal papers such as warrants for arrest, search warrants or subpoenas to be served. In addition, the Director or designee will attempt to contact the student's parents and inform them when their child is subject to an interview by a law enforcement officer. In extreme emergency situations, law enforcement personnel may, in effecting temporary protective custody, request that KASEC not notify parents until the child's safety is ensured. Parents will be given the opportunity to be present and to be represented by legal counsel at their own expense during interviews by law enforcement personnel. Interviews of minor students without permission of parents is not permitted unless a legal process is presented or in emergency situations, as determined by the Director or designee.

Interviews will be conducted in a private setting. If no parent is present, the Director or designee and one other adult witness, selected by the Director or designee, will be present during the interview. Interview proceedings will be documented in writing for inclusion in the student's temporary record.

No minor child shall be removed from the school by a police officer without the consent of a parent except upon service of a valid warrant of arrest, in cases of warrantless temporary protective custody, or when the safety of the student or others is jeopardized.

### Interview by the Illinois Department of Children and Family Services (DCFS)

The KASEC Director or designee will review the agent's credentials and any papers pertaining to a legal process. If appropriate, the Director or designee will attempt to contact the student's parents and inform them that the student is subject to interview. If the DCFS agent does not want a parent notified or present during the interview, this stipulation must be in writing and signed by the DCFS agent.

Interviews will be conducted in a private setting. If no parent is present, the Director or designee and one other adult witness, a member of the KASEC staff, will be present during the interview.

The DCFS agent may remove the student from the school if circumstances of the case warrant it. A local law enforcement agency officer, designated DCFS employee or a physician treating the child may take or retain temporary protective custody without the consent of the person responsible for the child's welfare, if (1) he or she has reason to believe that the child's circumstances or conditions are such that continuing in his or her place of residence or in the care and custody of the person responsible for the child's welfare presents an imminent danger to that child's life or health; (2) the person responsible for welfare is unavailable or has been asked and does not consent to the child's removal from his or her custody; and (3) there is not time

to apply for a court order under the Juvenile Court Act for temporary custody of the child. The person taking or retaining a child in temporary protective custody shall immediately make every reasonable effort to notify the person responsible for the child's welfare and shall immediately notify DCFS.

No KASEC employee may act as a DCFS agent.

## ELECTRONIC COMMUNICATION DEVICES AND LASER POINTERS

Using or possessing an electronic paging device on school property is illegal according to Illinois law. All electronic devices, i.e., a laser pointer, cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device that in any manner disrupts the educational environment must be kept off and out of sight during the regular school day. These devices will be collected by staff upon the student's arrival and kept in a secured room. Devices will be returned to students at the end of the school day. Penalties for violating this policy are the following:

**1st Offense** – The device will be confiscated, returned to student at end of the day and the parent notified.

**2nd Offense** – The device will be confiscated and the parent must pick it up.

**3rd Offense** – The device will be confiscated and held until the last day of school when it will be returned to the student.

## CLASSROOM BEHAVIOR MANAGEMENT SYSTEM

Each teacher will have in place a Classroom Behavior Management System designed to establish a supportive learning environment in which students can acquire necessary knowledge and skills and develop positive social behaviors. This system will be explained in detail and in writing to both students and parents. Parents are encouraged to contact the teacher and/or the Director with any questions, concerns, or to check on their child's progress.

Parents will receive weekly updates by mail on their child's behavioral progress.

## BOOK BAGS

No book bags will be allowed in the building, unless the student attends classes at another school during the day. Book bags will be searched and kept in a secured room until the student leaves for the day.

## SCHOOL SECURITY

Walk-through metal detectors and/or metal detecting wands are utilized in the building.

If a metal detector or wand activates on a student, the following procedures will be implemented in accordance with the *Illinois School Code*:

1. The student will be asked to remove metal objects from his or her person and be scanned again. If, after the removal of other metal objects, a third activation of the metal detector or wand occurs, the student will be taken to a room out of view of other students and subjected to a "pat-down" search.

A “pat-down” search conducted by KASEC personnel shall be a limited feeling of the student’s outer clothing for the purpose of discovering only items that may have activated the metal detecting device. Under all circumstances, the “pat-down” search will be conducted by KASEC personnel of the same sex as that of the student.

2. If KASEC personnel conducting a “pat-down” search feels an object that may have activated the metal detecting device or be other prohibited contraband, the student will be asked to remove it. If the student declines to remove the object, it may then be removed by KASEC personnel.
3. If the object removed from the student could have activated the metal detector, KASEC personnel must cease performing the “pat-down” search. In such event, the student will again pass through the metal detector and the “pat-down” search will be continued only if the device again yields a positive reading.
4. KASEC personnel may inspect the contents of any briefcase, knapsack, purse or parcel that activates the metal detector for the limited purpose of determining whether a weapon is concealed therein.
5. All property removed from the student as a result of the above procedures that may be legitimately brought onto KASEC property will be returned to the student. Property removed from the student, possession of which is in violation of KASEC policy, shall be confiscated and the student disciplined in accordance with KASEC policy.
6. Students who fail to cooperate with KASEC personnel performing their duties under these procedures may be subject to discipline for insubordination. Nothing in these procedures shall limit the authority of KASEC officials to search a student in accordance with KASEC policy on search and seizure.

## VANDALISM

The KASEC Governing Board will seek restitution from students and their parents for vandalism or other student acts which cause damage to KASEC property.

## TRANSPORTATION

All transportation issues are to be handled by the student’s resident school district. KASEC does not provide transportation for students attending special education programs. Below is a listing of transportation contacts.

Momence District #1	Illinois Central	815-472-4917
Central District #4	Cindy Siebring	815-694-2321, Ext. 2132
Grant Park Dist. #6	Tracy Planeta	815-465-2183
Bradley District #61	Mike Hahs	815-933-2233
St. Anne Grade District #256	Terry Sirois	815-427-8111
St. George District #258	School Secretaries	815-933-1503
Pembroke District #259	Steven Washington	815-944-5219, Ext. 374
St. Anne H.S. District. #302	Terry Sirois	815-427-8111

The Kankakee Area Special Education Cooperative **DOES NOT** provide transportation. All transportation is the responsibility of the student's resident school district.

If there are concerns with your child's transportation, please contact the person from your district listed above.

## HARASSMENT OF STUDENTS

No person, including a KASEC employee or agent, or student, shall harass another student based upon that student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

KASEC will not tolerate harassing or intimidating conduct, whether verbal, physical or visual, that affects 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, or wearing or possessing items depicting or implying hatred or prejudice. Complaints of harassment or intimidation are handled according to the provisions on sexual harassment that follow.

### Sexual Harassment

Sexual Harassment is defined as any person, including a KASEC employee or agent, or student who makes sexual advances, requests sexual favors, and engages in other verbal 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 conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment or discomfort. 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 sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Director who is located at KASEC, 815-939-3651. Students may choose to report to a person of the student's same sex and/or a staff member with whom they feel comfortable. 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 KASEC Director for appropriate action.

Any KASEC 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 KASEC student



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.

## **Bullying**

Students and staff are strictly prohibited from engaging in bullying behaviors. Bullying may cause physical, psychological, and emotional harm to students and interferes with students' ability to learn and participate in school activities. Bullying is defined as any severe or pervasive physical or verbal act or conduct, including written or electronic communications, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

- a) Placing the student in a reasonable fear of harm to his/her person or property
- b) Causing a detrimental effect on the student's physical or mental health
- c) Substantially interfering with the student's academic performance
- d) Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school

No student shall be subjected to bullying (1) during any school-sponsored education program or activity; (2) while in school, on school property, on school buses or other school vehicles, at designated school bus stops, or at school-sponsored or school-sanctioned events or activities; (3) through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Persons found engaging in such bullying behavior are subject to disciplinary measures to include, but not limited to parent notification, parent conference, in-school and out-of school suspension.

## **GANG ACTIVITY**

Students are prohibited from engaging in gang activity. A "gang" is any group of two or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, which includes, but is not limited to:

1. Wearing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang.
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of KASEC policies, and (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions: (1) removal from extracurricular and athletic activities; (2) conference with

parents/guardians; (3) referral to appropriate law enforcement agency; (4) suspension for up to ten days; and (5) expulsion for the remainder of the school term by the Resident District.

## HAZING

Soliciting, encouraging, aiding or engaging in hazing is prohibited. "Hazing" means any intentional, knowing or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions: (1) removal from extra-curricular activities; (2) conference with parents/guardians; and (3) referral to appropriate law enforcement agency.

Students engaging in hazing which endangers the mental or physical health or safety of another may also be subject to suspension for up to ten days and/or expulsion for the remainder of the school term by the Resident District.

## STUDENT DISCIPLINE

Good discipline fosters conditions favorable for learning. Its ultimate purpose is the creation of mature, responsible, and self-controlled individuals. It is to accomplish these ends that the Governing Board and the administration have established policies and procedures regarding student discipline. KASEC shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining IDEA eligible students.

### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or look alike materials;
2. Using, possessing, distributing, purchasing, or selling alcoholic or look alike beverages. Students who are under the influence, in the opinion of a KASEC staff member, are not permitted to attend school or school functions and are treated as if they had alcohol in their possession;
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, natural intoxicants, controlled substance or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician.
  - d. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance but one: (1) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (2) 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.

- e. Drug paraphernalia, including devices that are or can be used to: (1) grow, inhale, or inject cannabis or controlled substances into the body; and (2) grow, process, store, or conceal cannabis or controlled substances. 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 had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the weapons section of this policy.
  5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the KASEC staff, all electronic devices must be kept in a secured room during the regular school day unless (a) the supervising teacher grants permission, (b) the use of the device is provided in a student's IEP or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  6. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
  7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a KASEC staff member's request to stop, present school identification, or submit to a search.
  8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  9. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
  10. Causing or attempting to cause damage to, or stealing or attempting to steal, KASEC property or another person's personal property.
  11. Being absent without a recognized excuse; State law and Governing Board policy on truancy control will be used with chronic and habitual truants.
  12. Being involved with any public school fraternity, sorority or secret society by (a) being a member, (b) promising to join, (c) pledging to become a member, or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
  13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
  14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
  15. Engaging in any activity, on or off campus, that (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently

or in the past, of an object or substance, including situations where 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; or (d) any other location on school property or a school-sponsored event.

These grounds for disciplinary action, including those described later in this policy, 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 other time when the school is being used by a school group;
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 (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or (c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

### **Disciplinary Measures**

Disciplinary measures may include:

1. Disciplinary conference;
2. Withholding of privileges;
3. Seizure of contraband;
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds;
5. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds. Resident Districts are responsible for expulsion proceedings;
6. Notifying juvenile or other law enforcement authorities whenever this conduct involves illegal drugs (controlled substances), "look-alikes," alcohol or weapons, or natural intoxicants;
7. Notifying parents/guardians;
8. Removal from classroom;
9. In-school suspension for a period not to exceed five school days. The KASEC staff shall ensure that the student is properly supervised;
10. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. KASEC and the resident district will NOT provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parents/guardians the choice.

A student who is subject to suspension or expulsion may be eligible for a transfer to a more restrictive

educational placement.

Corporal punishment shall 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. It does not include, and school personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

### **Weapons**

Resident Districts are responsible for expelling a student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, for at least one calendar year. The expulsion period may, however, be modified on a case-by-case basis. In no case may the expulsion exceed two calendar years. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. An item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Director may grant an exception to this policy, upon prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

### **Behavioral Intervention Policy**

Behavioral interventions are used to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Students with identified disabilities should be held, as much as possible and reasonable, to the same behavioral and social expectations and consequences as students without disabilities. Where a student's disability prevents him or her from conforming to school rules and expectations, special consideration and procedures are employed.

A fundamental principle of this policy is that "non-restrictive" interventions — positive interventions designed to develop and strengthen desirable behaviors — shall be emphasized and are preferable to the use of "restrictive" interventions. Some examples of non-restrictive interventions are activities that do not restrict a student from access to the regular school program, such as individual student counseling, reward systems, reports to parents and peer mentoring. Restrictive interventions restrict a student from access to the same educational opportunities enjoyed by the student body at-large, such as out-of-school suspensions, in-school suspensions and time-outs in which the student is not allowed to continue with schoolwork, and detentions which prevent the student from access to after-school activities.

Any student receiving special education services will require a behavior management plan when his or her disability causes the student difficulty in behaving appropriately. Whenever student behavior results in consideration of a change in placement (a substantial programmatic modification or a new educational program not comparable to the existing program), an IEP meeting must be convened to determine whether the behavior is related to the child's disability (a "manifestation determination"). If the IEP team devises intervention strategies that differ from the school's customary discipline policies and/or includes the use of "restrictive" and/or "non-restrictive" interventions, this behavior management plan must become a part of the IEP.

If a situation occurs in which immediate intervention is needed to protect students, staff, other individuals, or the physical site from harm, school personnel may impose an intervention that has not been delineated in the behavioral management plan, as reflected in the IEP. When such an emergency intervention must be utilized, the parents of the student shall be notified as soon as

possible and a written description of the intervention will be mailed home within 24 hours and placed in the student's temporary file.

Restrictive behavioral interventions are monitored by the Governing Board, the administration, and the instructional staff to ensure that the interventions consider the student's physical freedom, social interaction, and right to placement in the least restrictive environment. KASEC maintains a Behavioral Intervention Policy Committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. This committee reviews the State Board of Education's guidelines on the use of behavioral interventions and uses them as a non-binding reference. This policy and the behavioral intervention procedures are furnished to the parents of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Governing Board or at the time an individual education plan is first implemented for a student and at the annual individualized education program review.

### **Isolated Time-Out and Physical Restraint**

Isolated time-out is defined as the confinement of a student in an enclosure, whether within or outside the classroom, from which the student's egress is restricted. Physical restraint is holding a student or otherwise restricting his movements through the use of specific, planned techniques. Physical restraint includes momentary person-to-person contact, without the use of material or mechanical devices, accomplished with limited force, to prevent a student from completing an act that could result in potential harm to himself or others, which includes damage to property. All Alternative Day Program staff have been trained in Therapeutic Crisis Intervention (TCI) which is a program designed to defuse students' aggression via verbal de-escalation. Physical restraint holds are taught to staff as a last resort prevention of a student inflicting harm upon him/herself or others.

Isolated time-out and physical restraint shall only be used as a means of maintaining a safe and orderly environment for learning, and only to the extent that they are necessary to preserve the safety of students and others. Physical restraint shall not be used unless the student (1) poses a physical risk to himself or others, (2) there is no medical contraindication to its use, and (3) the staff applying the restraint have been trained in its safe application. A verbal threat is not considered a physical risk unless the student also demonstrates a means of or intent to carry out the threat. Mechanical or chemical restraints will not be used under any circumstances, and medically prescribed restraint procedures will not be used for maintaining discipline.

Written procedures governing the use of isolated time-out and physical restraint, developed with input from individuals with knowledge of or expertise in the development and implementation of behavioral interventions, will be provided to all staff for their use whenever isolated time-out or physical restraint is necessary. Whenever isolated time-out or physical restraint is used, the staff in charge shall document the incident, notify the parent(s) by telephone as soon as possible, mail the written documentation of the incident to the parent(s) and District Director, and place the documentation in the student's temporary file.

Any incident that results in a serious injury to the student (as determined by the student, responsible parent or guardian, staff or other individual) shall be reported the KASEC Director, and the special education coordinator of the student's district of residence.

Positive, non-aversive behavioral interventions designed to develop and strengthen desirable student behaviors should be used when they are likely to be effective. More restrictive behavior interventions, such as isolated time-out or physical restraint, shall be used sparingly and approached with caution.

At least annually, the KASEC Director, Behavior Interventionists, and program staff shall review the

use of isolated time-out and physical restraint, including (1) the number of incidents involving isolated time-out and/or physical restraint; (2) the location and duration of each incident; (3) the staff members involved; (4) any injuries or property damage that occurred; and (5) the timeliness of parental notification and administrative review. The findings shall be communicated to the appropriate resident district special education coordinator.

### **Runner Procedures**

Occasionally a student will run from a classroom and out of the building. If this occurs, the following procedures will be followed:

1. Once the student leaves the building, staff will immediately follow the student and contact staff in the building to report the incident and request assistance.
2. The staff member trailing the student will determine if the student is in eminent danger by assessing the student's mood, actions, and direction of flight.
3. The staff member may communicate the need for assistance from outside resources (i.e. police, ambulance, mental health professionals).
4. Staff in the building will contact the parent(s) to inform him/her of the incident and update him/her on action being taken.
5. Once the student re-enters the building, he/she will be required to spend time in a 1:1 alternative setting to process the incident and develop a plan to ensure the incident is not repeated.

### **Reciprocal Reporting of Criminal Offenses Committed by Students**

The KASEC Director and/or Police Department School Liaison Officer will arrange meetings as needed between KASEC officials and individuals representing law enforcement to share information. The Director and Liaison Officer will verbally report to each other the following activities when committed by a student enrolled in KASEC: (1) unlawful use of weapons under Section 24-1 of the Criminal Code of 1961; (2) a violation of the Illinois Controlled Substances Act; (3) a violation of the Cannabis Control Act; and (4) a forcible felony as defined in Section 2-8 of the Criminal Code of 1961.

1. The reporter should identify the student by name and describe the circumstances of the alleged criminal activity. Local law enforcement officials must certify in writing that the information received from KASEC will not be disclosed to any other party except as provided by State law without the prior written consent of the students' parents/guardians.
2. The report should be made as soon as possible after the Liaison Officer or Director reasonably suspects that a student is involved in such activity.
3. The Director's duty to report such activity arises only when the activity occurs on KASEC property or off KASEC property at a KASEC-related function.

The State's Attorney shall provide to the Director a copy of any delinquency dispositional order where the crime would be a felony if committed by an adult, or was a Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1, or 24.5 of the Criminal Code (weapons offenses).

Local law enforcement shall provide a copy of all arrest records, and the State's Attorney shall provide a copy of all conviction records, to the Director if the record involves a student who is

arrested or taken into custody after his 17<sup>th</sup> birthday.

### **Required Notices**

A staff member shall immediately notify the Director or front office in the event that he (1) observes any person in possession of a firearm on or around KASEC grounds; however, such action may be delayed if immediate notice would endanger students under his supervision, (2) observes or has reason to suspect that any person on KASEC grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report the Director shall immediately notify the applicable local law enforcement agency, State Police, and the student's parents/guardians. "School grounds" includes mode of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Director or case manager shall ensure that the parents of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Governing Board's authority to impose discipline, including suspension or recommendation to the student's Resident District for expulsion, for such behavior.

### **Delegation of Authority**

Each teacher, and any other KASEC personnel when students are under his charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The KASEC Director is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions), up to 10 consecutive school days, provided the appropriate procedures are followed. The Resident District may suspend a student from riding the bus in excess of 10 days for safety reasons, provided that appropriate procedures are followed.

## **SUSPENSION AND EXPULSION**

No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion. Resident districts are responsible for student expulsions.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his disabling condition, as long as the



repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals. Procedures for suspension include the following:

1. All suspension notices and suspension review procedures established by *The School Code* shall be followed when suspending a special education student. In addition, a special education student who is suspended from school shall receive educational services in accordance with the IDEA.
2. The first time a student is removed for more than ten cumulative days during the school year, KASEC shall, no later than ten business days after the decision to suspend a student is made, convene an IEP meeting to review and, if appropriate, modify the student's behavior intervention plan, as necessary, to address the student's behavior. If no behavior intervention plan is in place, the IEP team shall develop a plan for a functional behavioral assessment that must be used to develop a behavior intervention plan.
3. For all subsequent removals of the student that do not constitute a change in placement, the IEP team members must review the behavior intervention plan and its implementation. If any team member indicates that the plan may need to be modified, the IEP team must be convened to review the plan and revise it, if appropriate.
4. For all removals that exceed ten cumulative days during one school year, KASEC must provide services to the student. School personnel, in conjunction with the student's special education teacher, shall determine the services to be provided. Such services must be designed to enable the student to progress in the general curriculum and advance toward his IEP goals.

### **Special Education Expulsion Procedures**

KASEC shall promptly notify the parents/guardians and member district if a student is involved in a disciplinary incident that could lead to expulsion. Member districts are responsible for student expulsions. If a special education student is expelled from school in accordance with the appropriate procedures, KASEC and the resident district will convene an IEP meeting to develop an educational program to deliver educational services to the student during such period of expulsion.

### **Weapons and Drug Offenses**

In accordance with the above procedures, KASEC may take one or more of the following steps when a student with a disability carries a weapon to school or to a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or at a school-related function:

1. Suspend the student from school for ten school days or less.
2. Convene an IEP conference to (a) determine placement in an interim alternative educational setting for up to 45 calendar days, (b) review and, if appropriate, modify the student's behavior intervention plan, as necessary, to address the student's behavior (if no behavior intervention plan is in place, the IEP team shall develop a plan for a functional behavioral assessment that must be used to develop a behavior intervention plan), and (c) conduct a manifestation

determination review. The student may be placed in an interim alternative educational setting even if the behavior is a manifestation of the student's disability.

3. The interim alternative educational setting must (a) enable the student to continue to progress in the general curriculum; (2) enable the student to receive the services and modifications set forth in his or her IEP; and (c) include services and modifications designed to address the misconduct to prevent it from recurring.
4. If the parents/guardians disagree with the alternative educational placement or with the KASEC proposed placement and initiate a due process hearing, the student must remain in the alternative educational setting during the authorized review proceedings, unless the parents/guardians, KASEC, and the resident district agree on another placement.

### **Change of Placement if Maintenance of Current Placement is Likely to Result in Injury**

In the event that maintenance of a student's current placement is substantially likely to result in injury to the student or to others, the resident district may seek an order from a court of competent jurisdiction or a State of Illinois Due Process Hearing Officer to change the student's placement to an appropriate interim alternative educational setting for one or more 45-day periods after convening an IEP meeting to (1) conduct a manifestation review and (2) determine a proposed interim alternative educational setting.

The length of time a student with a disability is placed in an alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline.

## **STUDENT RECORDS**

Student records are confidential and information from them shall not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.

Two sets of school records are maintained for each student. The *permanent record* includes basic identifying information; academic transcripts, attendance record, accident and health reports, scores received on assessment tests administered at the high school level, and information pertaining to release of this record. The permanent record may include honors and awards, and school-sponsored activities and athletics. Permanent records of students attending the KASEC Alternative Day Program are maintained by the students' resident school districts, and access to this record should be requested through the resident district.

The *temporary record* includes a record of release of temporary record information, scores received on the State assessment tests administered in the elementary grade levels, information regarding serious infractions (those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction, information provided under the Abused and Neglected Child Reporting Act including any final finding report received from a Child Protective Service Unit, and a completed home language survey. The temporary record may include family background information, intelligence test scores, group and individual aptitude test scores, reports of psychological evaluation (including information on intelligence, personality and academic information

obtained through test administration, observation, or interviews), elementary and secondary achievement level test results, participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations, honors and awards received, teacher anecdotal records, other disciplinary information, special education files, verified reports or information from non-educational persons, agencies, or organizations, and verified information of clear relevance to the student's education. Special education temporary records for students should be requested directly from their resident district. The following rights pertain to the temporary record.

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

**1. The right to inspect and copy the student's education records within 15 school days of the day KASEC receives a request for access.**

The degree of access a student has to his records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years or older have access and copy rights to both their permanent and temporary records. Parents or students should submit to the Director a written request that identifies the record(s) they wish to inspect. The Director will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

Charges for copying are \$.35 per page, but no one will be denied their right to copies of their records for inability to pay this cost.

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

**2. The right to request the amendment of the student's education records that the parents/guardians or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents or eligible students may ask school authorities to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Director, clearly identify the record they want changed, and specify the reason.

If the Director decides not to amend the record as requested, the parents or eligible student will be notified of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided with the notice of the right to a hearing.

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

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the resident district or KASEC as an administrator, supervisor, instructor, or support staff member (including health or medical

staff and law enforcement unit personnel); a person serving on the School Board or Governing Board; a person or company with whom the district or KASEC has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parents or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his professional responsibility.

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

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

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

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

Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information concerning the child.**

Throughout the school year, KASEC may release directory information regarding students limited to name; address; gender; grade level; birth date and place; parents' names and addresses; academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance in school.

Any parents/guardians or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the KASEC Director *within 30 days of the date of this notice*. *No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.*

A photograph of an unnamed student is **not** a school record because the student is not individually identified. KASEC shall obtain the consent of a student's parents before publishing a photograph or videotape of the student in which the student is identified.

**6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher

learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. *If you wish to exercise this option, notify the KASEC Director for further instructions.*

7. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
8. **The right to file a complaint with the U. S. Department of Education concerning alleged failures by KASEC to comply with the requirements of FERPA.**

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

## USING A PHOTOGRAPH OR VIDEO OF A STUDENT

### Pictures of Unnamed Students

Students may occasionally appear in photographs and videotapes taken by school staff members, other students, or other individuals authorized by the Director. The school may use these pictures, without identifying the student, in various school-sponsored publications, videotapes, and websites. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

### Pictures of Named Students

Many times, however, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition. In order for the school to publish a picture with a student identified by name, one of the student's parents must sign a consent form.

### Pictures of Students Taken by Non-School Agencies

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

## UNIFORM GRIEVANCE PROCEDURE

Students, parents/guardians, employees, or community members should notify KASEC if they believe that the Governing Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Governing Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;

2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.
5. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d. et seq.
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e. et seq.
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972.)
8. The misuse of funds received for services to improve education opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 93-0006; or
12. Provision of services to homeless students.

The Director shall appoint at least two Complaint Managers, one of each gender. A Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

### **Filing a Complaint**

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any Cooperative Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with parents/guardians of a student. The Complaint Manager shall assist the Complainant as needed.

### **Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his behalf. If the Complainant is a student, the Complaint Manager will notify his parents/guardians that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his findings with the Director. If a complaint of

sexual harassment contains allegations involving the Director, the written report shall be filed with the Governing Board, which shall render a decision in accordance with Section 3 of this policy. The Director will keep the Governing Board informed of all complaints.

### **Decision and Appeal**

After receipt of the Complaint Manager's report, the Director shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Governing Board by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Governing Board. Thereafter the Governing Board shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Governing Board hearing.

## **STUDENT AND FAMILY PRIVACY RIGHTS**

### **Surveys**

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

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 parents/guardians 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 Cooperative or Resident 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.

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the Cooperative) containing one or more of the following items: (1) political affiliations or beliefs of the student or the student's parents/guardians; (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 parents/guardians; and (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 parents/guardians may (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child or ward to participate in the activity described above. Prior to a student participating in a survey, parents will be notified in writing of the nature of the survey, the topics being surveyed, whether it was created by a third party, and whether it will be anonymous. The school shall not penalize any student whose parents/guardians exercise this option.

### **Instructional Material**

A student's parents/guardians may inspect, upon their request, any instructional material used as part of their child's/ward's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic formats (such as materials accessible through the Internet). The term does not include academic tests

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status. Further, KASEC will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status.

No student shall, on the basis of sex, 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 may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Governing Board's resolution of the complaint to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education.



or academic assessments.

### **Physical Exams or Screenings**

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that (1) is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification; (2) is administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA), and (3) is otherwise authorized by Governing Board policy.

### **Selling or Marketing Students' Personal Information**

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

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

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

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

If you have questions or concerns regarding any of the above information, including how to opt your son or daughter out of participation in activities as provided in this policy, the approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled, and how to request access to any survey or other material described in this policy, please feel free to call the Director's Office at 815-939-3651. The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

# **Alternative Day Program**

## **MISSION STATEMENT**

The mission of Kankakee Area Special Education Cooperative (KASEC) Alternative Day Program is to work collaboratively with parents, school staff, and the community in a positive, safe and structured environment providing the foundation necessary for each student to achieve his or her full potential.

## **VISION STATEMENT**

KASEC Alternative Day Program's vision is to be a student centered, supportive environment that provides a unique blend of behavioral, academic, and social support. It is our goal to empower students to make a successful transition and become productive members of society.