



ALTERNATIVE DAY PROGRAM

PARENT STUDENT HANDBOOK

2020-2021

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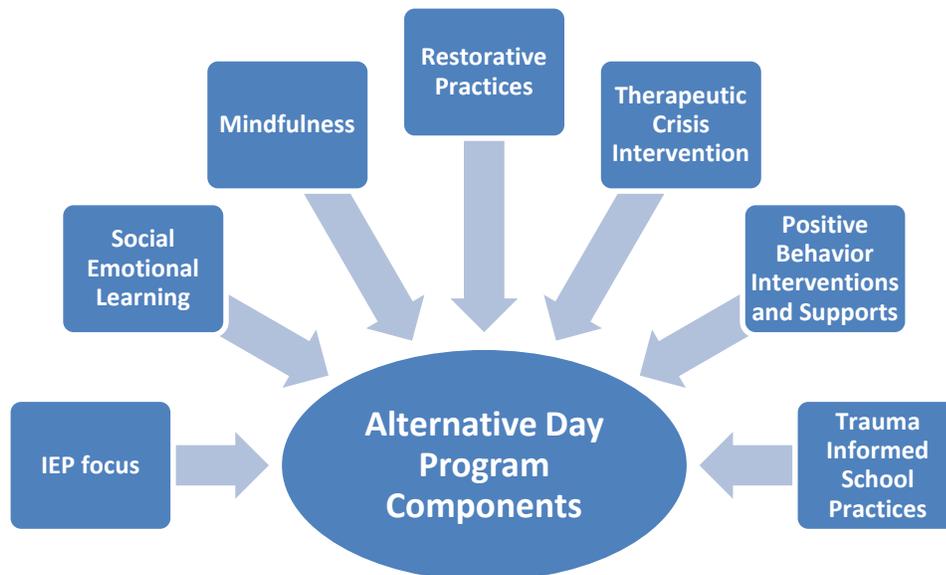
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ALTERNATIVE DAY PROGRAM MISSION STATEMENT

The mission of the 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.

ALTERNATIVE DAY PROGRAM 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/emotional support. It is our goal to empower students to make a successful transition and become productive members of society.



MESSAGE FROM THE DIRECTOR

Dear Parents/Guardians,

Welcome to a new school year! This handbook is designed to give you important information about the Kankakee Area Special Education Cooperative's (KASEC) 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 Elementary and Junior High classrooms are located at St. Anne Elementary School at 333 S. St. Louis Avenue in St. Anne, IL 60964. The High School classroom is located at St. Anne Community High School at 650 W. Guertin St. in St. Anne, IL 60964. The Alternative Day Program is run by KASEC.

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, the Program Administrator, Ms. Kori Giacometti (815-427-8153 ext. 4) or the Director, Ms. Debra Quain (815-422-4151).

Looking forward to a productive and successful school year!

Debra Quain
Executive 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 Program Administrator 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.

For Elementary Students, please call Ms. Kori Giacometti at 815-427-8153, Ext. 4 to report an absence. For High School Students, please call Mr. Barry Stealey at 815-422-4183 to report an absence.

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 Program Administrator or classroom teacher 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 into 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 KASEC office at St. Anne High School and at Door #9 at St. Anne Grade School. The student is not allowed to sign in for him/herself. 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 KASEC office at St. Anne High School or at Door +#9 at St. Anne Grade School. The student is not allowed to sign out for him/herself. Once the student is signed out, he/she will exit the school on the west side of the St. Anne Elementary building (back of the building) or the front door of St. Anne High School at the regular Alternative Day Program exit time of 2:30 p.m.

A parent/guardian must directly communicate with KASEC staff by 1:45 p.m. if their child will NOT be riding the bus home. Alternative rides must arrive by 2:00 p.m./prior to bus departure.

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 student to be absent from school or who knowingly employs or harbors any student 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 student 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 KASEC entrance. Students will exit at Door #9 on the west side of St. Anne Elementary or the front door of St. Anne High School.

FACE COVERING POLICY

KASEC acknowledges the continuing need to follow the Joint Guidance issued by the Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) with respect to health and safety protocols for the return to in-person instruction. Accordingly, except for individuals younger than 2 years of age, any individual present in any building, facility or transportation vehicle (i.e. bus) owned, operated or used by KASEC shall at all times wear a face covering, even when social distancing is maintained.

When Face Coverings May Be Removed

Face coverings may be removed when:

1. Individuals are eating and/or drinking in spaces and at times so designated by KASEC;

2. Individuals are outside and social distance (at least six feet apart) is maintained; and/or
3. Individuals are having trouble breathing.

Reasonable Accommodations

Individuals who cannot tolerate a face covering due to a medical condition or disability related condition, or who present other bona fide reasons for not being able to wear a face covering, may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. The Director or designee shall have discretion to determine whether an employee, visitor, or third-party individual qualifies for a reasonable accommodation. For a student with a medical condition or disability, the student's education team (i.e. IEP team, 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, KASEC may require an individual to provide a physician's note and/or other relevant information, documents, or certifications with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement shall be assessed in accordance with applicable state and federal law.

Consequences for Violating Policy

An individual's refusal to wear a face covering in accordance with this policy shall constitute a violation of KASEC's applicable rules of conduct, and may subject the individual to disciplinary action and/or prevent the individual from entering KASEC buildings, facilities or transportation vehicles until the individual complies with this policy. Face covering designs and images must comply with KASEC's Student Dress Code and must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. The Director or designee shall apply and enforce this policy.

Application and Duration of Policy

This policy shall apply any time ISBE and/or IDPH Joint Guidance recommends that face coverings be used in Illinois schools. Upon any change in or withdrawal of the Joint Guidance, the School Board hereby delegates to the Director authority to establish temporary rules and procedures, and/or to suspend this policy, consistent with such change or withdrawal.

INTERNET USE POLICY

KASEC enhances 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. The student is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are, but not limited to:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.
14. Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 15. Be polite. Do not become abusive in messages to others.
 16. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 17. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 18. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 19. Do not use the network in any way that would disrupt its use by other users.
 20. Consider all communications and information accessible via the network to be private property.

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 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 student transferring into Illinois from out-of-state or out-of-county).

The required health examinations must be performed by the 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.

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." KASEC 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 KASEC 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.

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 KASEC 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 KASEC. 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 KASEC 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 want to have KASEC or its member districts release information regarding 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 650 W Guertin St., St. Anne, IL 60964.

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 KASEC'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.

In accordance with guidance from the Illinois Department of Public Health (IDPH), Illinois State Board of Education (ISBE) and the Kankakee Health Department, everyone entering a school building must conduct a temperature and COVID-19 symptom check in order to mitigate the chances of spreading the virus. Parents should not send their child(ren) to school if they have a fever of 100.4 or higher or if they are exhibiting any of the COVID-19 symptoms (i.e. fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea). Students' temperatures will be checked by KASEC prior to entering the school building. If a student is found to have a fever of 100.4 or higher or if a student is exhibiting one or more of the symptoms, he/she will be sent home.

KASEC staff and students are required to wear face coverings and follow social distancing guidelines of six feet apart during the school day. Hand sanitizer is available in all of the classrooms and frequent hand washing is encouraged throughout the day. Student desks are being wiped down at least once during the school day and are being disinfected (after student dismissal) by the custodial staff on a nightly basis. Classrooms are set up in a manner that obeyed by the social distancing guidelines.

KASEC 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 KASEC'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 education 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 education 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 low cut 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, KASEC 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, announcements will be made on WKAN 1320, WGFA 94.1 and WVLI 92.7 or 101.7. Please listen to your radio whenever weather conditions are threatening. Parents/guardians who provide a working phone number and who return the “Emergency Information Form,” will be contacted by KASEC staff. 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 KASEC staff. Anyone interested in visiting the school should obtain a visitor’s pass from the school’s front office. KASEC 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, WFA 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 KASEC's office. Your cooperative 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 Board of Education 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 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/her from other students and call you to take him/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 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, if 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 KASEC's office (815-422-4151) or the Kankakee County Health Department (815-937-7888).

FIRE AND DIASTER DRILLS/BUS EVACUATIONS

Students at KASEC 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/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/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 him/herself 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, duffle bag, backpack, shall be conducted by two staff members.

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

RELEASE DURING SCHOOL HOURS

KASEC staff 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' credential 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 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 a 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, headphones, video recording device, personal digital assistant (PDA), or other electronic device that in any manner disrupts the educational environment must be kept off and in the student's locker during the regular school day. Penalties for violating this policy are the following:

- 1st Offense:** The device will be confiscated and returned to the student at the end of the day and the parents will be notified.
- 2nd Offense:** The device will be confiscated and the parent must come to the school to 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 telephone calls and updates by mail on their child's behavioral progress.

BOOK BAGS

No book bags will be allowed in the classrooms. Book bags will be kept in a locked locker 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/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 on 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, backpack, 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 will be 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 Board of Education 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. All questions and concerns regarding transportation should be directed to your child's resident district. Below is a listing of district transportation contacts:

Central District #4	Kim Yates	815-694-2321 Ext. 2128
Grant Park #6	Tracy Planeta	815-465-2183
Bradley District #61	Kevin Patterson	815-933-3371 Ext. 274
St. Anne Grade #256	Terry Sirois	815-427-8111
St. George #258	School Secretaries	815-933-1503
Pembroke #259	Royal Pope	815-944-5219
St. Anne HS #302	Terry Sirois	815-427-8111
Kankakee #111	Karen Johnston	815-802-7740

HARASSMENT OF STUDENTS

No person, including a KASEC employee or agent, or student, shall harass another student based upon a 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 crates 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 education environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of education aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct on 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 joke 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, 815-422-4151. 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 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:

1. Placing the student in a reasonable fear of harm to his/her person or property
2. Causing a detrimental effect on the student’s physical or mental health
3. Substantially interfering with the student’s academic performance
4. 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 maintains membership in an 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 KASEC’s Board of Education and the administration have established policies and procedures regarding student discipline. KASEC shall comply with the provision of the Individuals with Disabilities Education Act (IDEA) when disciplining IDEA eligible students.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
4. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
5. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
6. Using or possessing an electronic paging device.
7. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct

specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

8. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
11. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
17. Being absent without a recognized excuse.
18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to,

conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Our goal is to create a safe and supportive environment where all students can develop the academic, social, and emotional skills needed to become engaged citizens. Therefore, KASEC is committed to addressing challenges in student conduct in the most constructive way possible. The goal of school discipline is to be instructional and corrective so as to reduce the likelihood of behaviors reoccurring.

Out-of-school suspensions and expulsions are the most serious form of disciplinary consequence and should be used only as a last resort and for legitimate educational purposes. When an incident occurs, consideration shall be given first as to whether the incident can be appropriately addressed using a restorative practice, through behavior support practices, or through another available, appropriate intervention that will enable the student to remain in school. To prevent students from being excluded from school unnecessarily, school staff must attempt non-exclusionary discipline prior to using out-of-school suspensions or expulsions, except in exigent and emergency situations involving school safety

Our discipline approach is tailored to the individual incident and varies in method and severity according to the nature of the behavior, the age and developmental level of the student, and the student's history of problem behaviors and performance.

If there is an incident, KASEC takes the following steps:

1. Consider immediate classroom-based or restorative intervention

- Consider whether the incident can be appropriately responded to in the classroom, through restorative practices or through school-based interventions, without the need to gather additional information or make disciplinary referrals. Redirect the student to correct inappropriate behavior and minimize the likelihood of the behavior escalating or recurring.

2. Gather information

- Meet with the student; talk to all students, teachers, staff, witnesses; identify contributory factors; consider existing data, like disciplinary referrals and prior interventions attempted; communicate with the student's parent or guardian.

3. Review the disciplinary checklist

- Consider all factors that may have contributed to the incident and whether supports could address those factors without removing the student from school.

4. Refer the student to appropriate support services or restorative interventions

- Refer student to appropriate services or restorative interventions to assist the student in understanding the consequences that result from such conduct. Empower the student to formulate solutions to restore the situation.

5. Document all interventions and measures

- Document all positive interventions and other disciplinary measures used in addressing the student's behavior. Collect data regarding the outcomes of the intervention. Explain which measures worked or have not worked.

6. Impose exclusionary discipline only as last resort

- Impose discipline that takes the student out of the classroom and/or school only as a last resort and when available alternatives have been exhausted.

Isolated Time-Out, Time-Out and Physical Restraint

Isolated time out, time out, and physical restraint shall be used only when the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm. Isolated time out, time out, or physical restraint shall not be used as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

"Isolated time out" means the involuntary confinement of a student alone in a time out room or other enclosure outside the classroom without a supervising adult in the time out room or enclosure. Isolated time out is allowed only under limited circumstances. If all other requirements under this Section are met, isolated time out may be used only when the adult in the time out room or enclosure is in imminent danger of serious physical harm because the student is unable to cease actively engaging in extreme physical aggression.

"Time out" means a behavior management technique for the purpose of calming or de-escalation that involves the involuntary monitored separation of a student from classmates with an adult trained under subsection (i) for part of the school day, only for a brief time, in a non-locked setting.

"Isolated time out" or "time out" does not include a student-initiated or student-requested break, a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate, an in-school suspension or detention, or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment.

"Physical restraint" means holding a student or otherwise restricting a student's movements. "Physical restraint" includes only the use of specific, planned techniques. All KASEC Alternative Day Program staff have been trained in Therapeutic Crisis Intervention (TCI) which is a program designed to defuse students' aggression via verbal and non-verbal de-escalation and techniques. Physical restraint holds are taught to staff as a last resort prevention of a student inflicting harm upon him/herself or others.

In a form and manner prescribed by the Illinois State Board of Education's Superintendent, a written record of each episode of isolated time out, time out, or physical restraint shall be maintained in the student's temporary record. If a student is subject to isolated time out, time out, or physical restraint, the school must make a reasonable attempt to notify the student's parent or guardian on the same day the isolated time out, time out, or physical restraint is imposed. Within one business day after any use of isolated time out, time out, or physical restraint, the school district or other entity serving the student shall send the form to the student's parents or guardians.

All incidents of isolated time-out, time-out and physical restraint are reviewed by staff the same day, or as soon as possible, to process the incident and proactively make adjustments to their response to subsequent incidents.

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 report 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 offense).

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 17th birthday.

Required Notices

A staff member shall immediately notify the Director or KASEC office in the event that he/she (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/her 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 staff member 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 KASEC'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/her 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/her disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his/her 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/her 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. Resident 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; (b) enable the student to receive the services and modifications set forth in his/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.

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 student.

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

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

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the Director a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the Director will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, KASEC may request an additional 5 business days in which to grant access.

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

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

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

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

If the Director decides not to amend the record, KASEC will notify the parent/guardian or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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 without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by 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; a person or company with whom KASEC has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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 (a) academic grades, or (b) 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 parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

Throughout the school year, KASEC may release directory information regarding students, limited to: name; address; grade level; birth date and place; parent/guardian names; addresses; electronic mail addresses and telephone numbers; photographs, videos or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs; academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance in school.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice. 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/guardians 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 child’s information 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 students’ parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the Director.

- 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 the District to comply with the requirements of FERPA.**

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

USING A PHOTOGRAPH OR VIDEO OF A STUDENT

Pictures of Unnamed Students

Students may occasionally appear in photographs and videos 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, videos, 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/guardians 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, employee, or community members should notify KASEC if they believe that the KASEC Board its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statue, 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 §2000 e. et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d. et seq.;
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972.);
7. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C.§ 2000e. et seq.
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 equitable. 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 him/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 Complain 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 KASEC Board, which shall render a decision in accordance with Section 3 of this policy. The Director will keep KASEC's Board of Education 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 KASEC Board of Education 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 KASEC Board of Education. Thereafter the KASEC Board of Education 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 KASEC 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 KASEC 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, included KASEC) 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 another individual with whom the 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 students' 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 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 Individual with Disabilities Education Act (IDEA) and (3) is otherwise authorized by KASEC 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/daughter out of participating 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 815-422-4151. 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.

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 KASEC Board’s resolution of the complaint to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education.