

# **STUDENT HANDBOOK**

**2018-2019**

## **IMPORTANT TELEPHONE NUMBERS**

**CARE - 708-389-9955**     *Cooperative Academy for Responsive Education*

**Alpha School Bus Company- 708-371-2986**

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## **INTRODUCTION**

The Eisenhower Cooperative/CARE is a public, therapeutic day school placement for elementary students who demonstrate severe behavioral and/or emotional problems. The program is housed at 5318 W. 135<sup>th</sup> Street, Crestwood, IL 60445.

This parent handbook has been developed as a starting point for you and your child at CARE. Your cooperation in following the guidelines presented will help ensure successful changes in your child's behavior. Open communication between you and our staff will create an atmosphere for growth to take place. Any questions or concerns you may have about this handbook or CARE can be answered by contacting our staff. We hope your experience at CARE is beneficial and produces positive changes in your child's school performance.

## **PARENT EXPECTATIONS**

Educating children is a task that involves children, parents, and school staff. We all need to work together for your child to make successful changes in his/her behavior. Parents need to take an active role in a child's daily progress. We encourage visits to our school as well as phone calls or notes from home regarding your child. Parent meetings are a necessary part of CARE and your active participation in such meetings reflects a genuine interest in your child. Parent involvement is what can make CARE a success story for your child.

## **PHILOSOPHY**

The Eisenhower Cooperative/CARE serves children with severe behavioral and/or emotional problems. Our students' behaviors reflect their ways of coping with the anxiety they experience. Frequently, the development of trusting relationships has been traumatized in some way that makes it difficult for them to successfully function in the standard school environment. We believe that the goals for our students are to foster better relationships with others, work cooperatively with their families, schools, and communities, and appreciate and understand themselves more fully. In order to address these goals, the CARE therapeutic day school program has been designed with the following major objectives:

- To promote a positive self-concept by maximizing the opportunities for student success and by providing frequent praise and encouragement.
- To encourage and provide opportunities for students to identify and discuss their feelings.
- To provide students with a complete academic curriculum individualized to their needs.
- To provide an emotionally and physically safe milieu for all students and staff by offering a structured and consistent environment.
- To foster the development of positive interpersonal relationships with classmates and staff.
- To offer students acceptable options for inappropriate behaviors.

## ATTENDANCE

The school day begins at 7:50 a.m. and ends at 2:00 p.m. On half-day inservices, dismissal is at 10:30 a.m. No lunch is served on half-days of attendance.

### Student Absence

We ask that parents contact the school office prior to 7:30 a.m. each day their child is absent. In cases of illness involving a fever, a child should remain home until he/she has been fever-free for 24 hours. Parents or guardians unable to call are notified within two hours of their child's absence. If the illness is serious enough to require an absence of five days or more, a note from a physician is expected. Parents should provide at least one phone number to be used for the purpose of notification of a child's absence.

Removing students from school for vacation trips is discouraged. Truancy is defined as unexcused absences of more than 10 days in any 40 consecutive school day period. Absences are excused only for the following reasons: personal illness, bereavement, quarantine, family emergencies, observance of religious holidays, written requests approved in advance by the principal or Director of Special Education. All other absences are considered unexcused and interpreted as truancy.

### Appointments

Dental and doctor appointments and the like should be scheduled after school hours or on weekends. When this is not possible, the student should follow the instructions below:

1. A note from home should be presented to the teacher that morning.
2. Students leaving school for such appointments must report to the office where a parent or guardian will pick up the student. Students will not be permitted to leave school prior to the dismissal hour at the request of or in the company of anyone other than the parent, unless the written permission of the parent or legal guardian has been secured in advance.

### Illness in School

Students who become ill during the school day will be sent to the nurse. **If the child has an elevated temperature of 100o or more, is vomiting, has diarrhea, suspected pink-eye, live lice, or an unexplained rash, the child will be sent home.** The child must be without any fever reducing medication, vomit free or diarrhea free for 24 hours before returning to school. Parents are always called first before an alternative emergency contact person is telephoned. PARENTS MUST INFORM SCHOOL OF ANY TELEPHONE NUMBER CHANGES. Please make sure that the alternative emergency contact person has a vehicle and is willing to pick up your child in case of illness.

### Tardiness

If a student is tardy, he/she must report to the office and be signed in by his/her parent or designated person. Unexcused tardies are considered a form of truancy.

## EMERGENCY SCHOOL CLOSING

School closing because of extreme weather or emergency situations will normally be announced over AM Radio Stations, WGN, WIND (Spanish), WBBM, WLS. FM Radio Stations, WBUS, Television Channels 7, 9, 32. Parents have the option to determine whether their children should attend school on days when severe weather could cause hardship.

## VISITORS

Parents are always welcome to observe and visit the school. Parents can arrange a visit by calling ahead to make sure the teacher is not giving a test, on a field trip and the like. **PARENTS MUST REGISTER IN THE OFFICE FIRST.** Please enter through the main office door, as all doors are kept locked.

## PARENTS' SCHOOL VISITATION RIGHTS

Parents of students attending Illinois schools who work for employers who employ at least 50 or more individuals in Illinois have certain rights under the School Visitation Rights Act. 820 ILCS 147/1. Employed parents who have worked for an employer for at least six consecutive months, who work at least half-time, and who are unable to meet with educators because of a work conflict must be given leave of up to 8 hours during the school year to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. However, no more than 4 hours of this time can be taken on any given day and leave under this Act may not be taken unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick leave and disability leave. Advance notice must be provided to employers. The Cooperative will provide documentation for parents' use confirming the date and time of each such school visitation upon a parent's request for such documentation. For regularly scheduled, non-emergency visitations, the Cooperative will make time available for visitation during both regular school hours and evening hours, when it is practicable and the Cooperative is readily able to do so.

## TRANSPORTATION

If your child's IEP indicates transportation as a related service, CARE will provide daily transportation. Positive incentive programs are implemented on the busses that will increase the likelihood of satisfactory behavior on the bus.

Buses will wait 3 minutes for a student to board the bus. Students will only be picked up at their designated stop. Students will not be allowed to be dropped off at another student's address. Students will only be dropped off at their regular location. If your child will not be attending school, please contact the **ALPHA SCHOOL BUS COMPANY (708-371-2986)** as early as possible. The primary concern in transportation issues is for the safety of students. With this in mind, the following rules have been adopted:

1. Students must remain in their assigned seats with seat belt on.
2. Students must follow adult directions.
3. Students must use polite language.
4. Students must keep hands and feet to self.

### **Bus Conduct**

All students must follow the Cooperative and Member School District's *School Bus Safety Rules*.

### **School Bus Suspensions**

The Executive Director, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Executive Director or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

#### Academic Credit for Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

#### Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the Cooperative for any necessary repairs or replacement.

### LUNCH

All students will eat lunch at school. In an effort to make lunchtime a pleasant experience, certain rules must be observed. Students must keep their lunch area clean and neat. Students must remain in the assigned area and follow the directions of the lunch supervisors. Students may participate in our hot lunch program or bring a sack lunch.

A free lunch program is available to all students who attend the CARE Program.

### STUDENT PROGRESS REPORTS

Student progress reports are distributed on a quarterly basis. The first report is given during parent-teacher conferences in November. Notices of conferences are sent home with the time and date of such conference. Parents are urged to attend these conferences. Report cards reflect each student's progress in academics, social/behavioral growth, effort ratings and attendance.

Unsatisfactory Progress Reports – If students are failing or demonstrating unsatisfactory progress, teachers will send an “Unsatisfactory Progress Report” home approximately 4 weeks prior to end of each marking period.

#### High Honor Roll

GPA (Grade Point Average) needed: 3.5 - 4.0

A=4 pts.

B=3 pts.

C=2 pts.

### Honor Roll

GPA (Grade Point Average) needed: 3.0 - 3.4

### Grading Policy

Grades reflect a combination of classroom performance, tests, homework, classroom assignments, and other projects. All grades, once averaged, are rounded to the nearest tenth of a point in order to reach the GPA. An F” or “D” in any subject area disqualifies the student from the honor roll. Behavior and effort do not affect the honor roll.

### **HOMEWORK**

Homework will be assigned in all classrooms. Please make certain that your child’s homework is completed. Assigned homework expands material covered during the school day, and it is our belief that completion of assigned homework will assist in fostering educational progress.

### **AFTER SCHOOL CLUB**

CARE's **After School Club** meets on Fridays after school. In order to be eligible for this club, your child must be on Level III and above. You will be asked to sign a permission slip at the time of fall registration for participation in the After School Club. When your child becomes eligible, you will be notified and permission will verbally be reconfirmed. When your child participates in After School Club, transportation will be provided home at 3:00, rather than 2:00.

We look forward to the After School Club being a very positive part to our program.

### **STUDENT BEHAVIOR (STUDENT DISCIPLINE)**

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; and (4) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

#### When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, 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.

#### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic 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 or controlled substance, or cannabis (including medical cannabis, marijuana, 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. 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 tablet or powdered form.
  - g. "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.
  - h. 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.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all 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.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a Cooperative staff member's request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); 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.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. 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.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Executive Director or designee.
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.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations 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; or (d) at any location on school property or at a school-sponsored event.

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. The Executive Director or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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.

## Disciplinary Measures

Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal, Program Supervisor, or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal, Program Supervisor, or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The Cooperative will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges.
11. Out-of-school suspension from school and all school activities. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the Cooperative and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. Suspension and expulsion may be the available and appropriate disciplinary interventions in some circumstances where other available and appropriate interventions have been exhausted or it has been determined that there are no other available and appropriate behavioral or disciplinary interventions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

## Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent of the Member District of the involved student, and the Superintendent’s determination may be modified by the Member District Board of Education of the involved student on a case-by-case basis. The Executive Director or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

### Re-Engagement of Returning Students

The Executive Director or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### Required Notices

A school staff member shall immediately notify the office of the Building Principal or Program Supervisor, in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school 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 Building Principal, Program Supervisor, or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] 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 temporarily remove students from a classroom for disruptive behavior.

The Executive Director, Building Principal, or Program Supervisor 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) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons. The Executive Director, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the Cooperative’s disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the Cooperative disciplinary policies and rules, shall be distributed to the students’ parents/guardians within 15 days of the beginning of the school year or a student’s enrollment.

## DISCIPLINE CODE

The Uniform Discipline Code is designed to ensure that each school will have a climate of order, discipline, and control utilizing Positive Behavior Interventions and Support (PBIS). This climate brings out the best qualities in both the teachers and the students, allowing for individual growth and differences. foremost, this Code is a tool to reduce misconduct and thereby increase the educational benefits to which all students have rights. The Code gives examples of inappropriate behavior, prescribes equal disciplinary actions for misconduct, and suggests specific actions for remediating prohibited behaviors. administrators are to use reasonable judgement when administering the Code. The Code is based on the premise that rules must be consistency enforced. Further, the rules must be fair and firm and comply with the individual's constitutional and other legal rights. As students advance in age and maturity, as well as mitigating circumstances, they may require different types of discipline action. Student who accumulate excessive days of suspension are subject to a review by the Board of Education. Corporal punishment will not be used in school. Reasonable force may be used when necessary to protect the student or other individuals and/or property from physical harm.

<b>LEVEL I-ACTS OF MISCONDUCT</b>		13	Racially derogatory behavior
1	Failure to follow classroom rules or school rules	14	Inappropriate or unauthorized use of school computers
2	Failure to follow playground or lunchroom rules	15	Inappropriate public displays of affection
3	Play-fighting	16	Inappropriate use of communication and/or electronic devices or cell phones on school grounds
4	Tardiness	17	Failure to serve a Friday detention
5	Talking Back to an adult in an inappropriate manner	18	Physical aggression, striking or hitting another student
6	Loitering	19	Unsafe behavior ,using items that may harm another person
7	Littering of sidewalks, yards, halls		
8	Cheating or intentionally plagiarizing		<b>Possible Consequences:</b>
			Appropriate restorative practice
	<b>Possible Consequences:</b>		Parent/student/administrative conference
	Appropriate restorative practice		Detention
	Teacher/student conference		In-school suspension
			Out of school suspension
<b>LEVEL II-ACTS OF MISCONDUCT</b>			
1	Persistent acts of misconduct or acts of disobedience in Level I	<b>LEVEL IV-ACTS OF MISCONDUCT</b>	
2	Inappropriate dress	1	Persistent acts of disobedience in Level III
3	Using or writing indecent or offensive language and/or gestures	2	Fighting with injury
4	Defying (disobeying) the authority of school personnel	3	Gang related behavior
5	Leaving the classroom without permission	4	Distributing, purchasing, possession, selling solicitation, using or under influence of alcohol
6	Refusal to identify self to authority	5	Distributing, purchasing, possession, selling solicitation, using or under influence of am illegal drug, controlled substance,
		6	Extortion
	<b>Possible Consequences:</b>	7	Furnishing or selling controlled substance (drug and/or placebos)
	Appropriate restorative practices	8	Bomb threats
	Minimum: Teacher/student conference	9	Setting fires
	Maximum: Parent notification and/or detention	10	Striking/hitting or threatening any staff member
		11	Possession of weapons and/or look alikes
<b>LEVEL III-ACTS OF MISCONDUCT</b>		12	Sexual harassment, assault, and/or battery
1	Persistent acts of disobedience or misconduct in levels I and II	13	Other acts of misconduct which substantially disrupt the educational process and/or create a safety hazard to students, staff, and/or school property
2	Use or possession of tobacco, electronic cigarettes, matches, or lighter in school		
3	Leaving building/grounds without permission		<b>Possible Consequences:</b>
4	Forgery or use of forged notes or excuses		Appropriate restorative practice
5	Destroying school property or property of others		In-School Suspension
6	Possession of items that may hurt or harm others		Out-of-school suspension
7	Truancy		Law enforcement notification
8	Gross disrespect to staff members		Meeting with home district
9	Profane, obscene, indecent, immoral, or seriously offensive language, gestures,		And/or Expulsion
10	Fighting, no injuries		
11	Intimidation, threatening, harassment, and/or bullying		
12	Stealing or possession of stolen goods		

## STUDENT EXPECTATIONS

### Level System

Behavior management is an important aspect of CARE. A system of positive reinforcement and behavioral consequences are used hand-in-hand to make changes in your child's behavior. With each positive change in behavior, more privileges and responsibilities become available. Guidelines for behavioral expectations will be discussed with you and your child by CARE staff.

### Reintegration into Home School

CARE provides opportunities to reintegrate students into their home school setting. This is initiated by a recommendation of CARE staff when students have gained acceptable behavioral skills to be successful in the regular education building. Reintegration generally begins on a part-time basis with monitoring by CARE staff. Our ultimate goal is the return to full-time placement within the student's home school setting.

### Uniform Policy

1. Shirts: Light blue, short or long sleeve polo with collar. Shirts must be tucked in at all times. Shirt must be buttoned to the collar bone. No shirt may be showing under the polo. No other shirts may be worn over the polo except a school sweatshirt, but the polo collar must be showing.
2. Pants: Navy blue, non-pleated, standard pocket slacks. The length of the slacks must not exceed the shoe. The slacks cannot be rolled, tucked, or tied with a band. Pants cannot have side (cargo) pockets, loops, or straps below the waist. Pants cannot be torn and cannot be tight to the skin or too loose that they sag below the waist or the pant legs drag on the floor.
3. Belts: Standard solid black belt is to be worn at the waist. No decorative belt buckles are allowed. No ornamental design on the belt is allowed.
4. Shoes: Solid black shoes. The shoes do not need to have laces. However, if they do have laces, they must also be solid black. Shoes must have black soles. Shoes must cover the entire foot. Shoes cannot go over the legs of the pants. Dress shoes are preferred, but gym shoes/sneakers are allowed as long as they meet the previously stated criteria. Girls' shoes must not have a heel exceeding 1 inch. Shoes must not have writing or other markings on them. Shoes must not have holes.

Absolutely no tattoos or facial piercings are allowed. Facial jewelry must be REMOVED upon entering the school. All tattoos or other markings must be covered at all times during school. Boys are not allowed to wear earrings of any kind. Jewelry must be discrete. Chain necklaces must be tucked inside the shirt.

### Smoking

Smoking is prohibited in and on school property and school buses.

### Damage to Property

At CARE, we try to keep a neat appearance and take pride in the upkeep of our building. We encourage students to maintain this outlook. However, if a student damages property, whether it is the schools or an individual's, the student or parent will be held responsible for payment.

### Police Reports

Any criminal act that occurs on the school premises may incur a police report. This would include, but is not limited to, assault and battery, theft, damage to property, possession of drugs or weapons, and in certain circumstances, runaway behavior. In extreme situations a suspension may also be considered. In the case of a suspension you will be informed of your right to appeal the suspension to your home district school board.

### Leaving the Building

If your child leaves school property without permission, you will be contacted to inform you of the situation. The police will also be contacted. Students, who are found by the police, may be returned to either their home or the school. A parent meeting will be arranged following the incident in an effort to prevent a similar re-occurrence.

Our staff will notify you, as a parent or guardian, if your child has been involved in any of the above incidents. We will attempt to contact you by telephone the day of the incident. In addition, you may receive written notification of the incident. We ask for your support if this should occur since we want to emphasize to each student the importance of maintaining a safe school environment.

### Video Games and Hand-held Radios

Students may earn the privilege of using a radio or video game on the bus for positive bus rides. If a student wishes to bring such items from home, once inside the building, the student must discontinue use unless given permission by a staff member. The teacher may store the game until an appropriate time for its use. CARE staff is not responsible for any games or toys a student brings to school from home.

### Cell Phones

All students must check their phones into their classroom teacher who will keep phones safe and return it to students when leaving school. Students that have a cell phone in their possession during school and do not turn it in, will not earn points on their point sheet until the phone is turned in. In case of emergency, parents must contact the school office. If students continue to violate this rule, the item will be confiscated and kept until the last day of school. A cell phone policy form must be signed by both parent and student.

## **SUSPENSION PROCEDURES**

### In-School Suspension

The Executive Director or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### Out-of-School Suspension

The Executive Director or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;

- b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend and the specific duration of the suspension, including actual dates of suspension.
  - d. For a suspension of 5 or more school days, a statement of what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
4. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board of Education of the Member District of the involved student by the Executive Director or designee.
  5. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education of the Member District of the involved student or a hearing officer appointed by the Board of Education of the Member District.

### **TEEN DATING VIOLENCE PROHIBITED**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Executive Director or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. 7:180, Preventing Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the Cooperative's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Executive Director, Building Principal, Assistant Building Principal, Program Supervisor, or a Complaint Manager identified in policy 7:20, Harassment of Students Prohibited.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Executive Director, Building Principal, Assistant Building Principal, Program Supervisor, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

## HARASSMENT OF STUDENTS PROHIBITED

### Bullying, Intimidation, and Harassment Prohibited

No person, including a Cooperative employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The Cooperative will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal/Program Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal/Program Supervisor for appropriate action.

The Executive Director shall insert into this policy the names, addresses, and telephone numbers of the Cooperative's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

**Nondiscrimination Coordinator:**

Angela Zajac  
5318 W. 135<sup>th</sup> Street  
Crestwood, IL 60418  
708-389-7580

**Complaint Managers:**

Angela Zajac  
5318 W. 135<sup>th</sup> Street  
Crestwood, IL 60418  
708-389-7580

Andrew Ziegler  
5318 W. 135<sup>th</sup> Street  
Crestwood, IL 60418  
708-389-7580

The Executive Director shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any Cooperative employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any Cooperative student who is determined, after an investigation, to have engaged in conduct prohibited by this policy 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 prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to education. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important Cooperative goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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 waiting for the school bus, 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.
4. Through the transmission of information from a computer that is accesses at a non-school-related location, activity, function, or program from the use of technology or an electronic device that is not owned, leased, or used by the Cooperative or school, if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a cooperative administrator or teacher receives a report that bullying through this means has occurred; it does not require the Cooperative or school to staff or monitor any non-school-related activity, function or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

*Bullying* includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially 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 a school.

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant message, or facsimile communication. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition or *bullying* in this Policy. Cyber-bullying also includes the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons of the distribution or posting creates any of the effects enumerated in the definition of *bullying* in this Policy.

*Restorative measures* means a continuum of Cooperative/school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the cooperative, school, and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in the Cooperative, including without limitation to cooperative administrators, teachers, social workers, school psychologists, nurses, speech therapists, and/or other related service personnel.

*Bullying, intimidation, and/or harassment* may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Bullying Prevention and Response Plan

The Executive Director or designee shall develop and maintain a bullying prevention and response plan that advances the cooperative's goal of providing all students with a safe learning environment free of bullying and harassment. The plan must be consistent with this Policy and the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The Cooperative uses the definition of *bullying* as provided in this policy.
2. *Bullying* is contrary to State law and the policy of this Cooperative. However, nothing in this Policy or the Cooperative's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution. This policy or the Cooperative's

bullying prevention and response plan shall not be interpreted to prevent a victim of bullying from seeking redress under any other Cooperative policy or available law.

3. Students are encouraged to immediately report bullying to school personnel. A report may be made orally or in writing to the Cooperative Complaint Manager or any staff member with whom the student is comfortable. Anyone including staff members and parents/guardians, who has information about actual, suspected, or threatened bullying is encouraged to report it to the Cooperative Complaint Manager or any staff member. Anonymous reports are also accepted by telephone or submitting a written statement to the Cooperative Complaint Manager.

### **Complaint Managers:**

Peggy Earll and Nicholas Durkin  
5318 W 135<sup>th</sup> Street  
Crestwood, IL 60418  
708-389-9955

4. Consistent with federal and State law and rules governing student privacy rights, the Executive Director or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Executive Director or designee shall promptly investigate and address reports of bullying, including, but not necessarily limited to, completing the following:
  - a. Making all reasonable efforts to complete the investigation with ten (10) school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or Cooperative administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or Cooperative administrator or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.The Executive Director or designee shall develop and implement a process to investigate whether a reported incident of bullying is within the permissible scope of the Cooperative's jurisdiction and to provide the victim with information regarding services that are available within the Cooperative and community, such as counseling, support services, and other programs
6. The Executive Director or designee shall use interventions to address bullying, that may include, but not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as an act of *bullying* for the purposes of determining any disciplinary action or other appropriate remedial actions. Disciplinary and/or remedial actions for reprisal or retaliation may include, but are not limited to, participation in restorative measures, loss of privileges, suspension, or expulsion.
8. A student will not be punished for reporting bullying or supplying information related to an alleged incident of bullying, even if the Cooperative's investigation concluded that no bullying occurred. However, making an accusation or providing information that a student knows or reasonably should know is false will be treated as an act of *bullying* for the purposes of determining any disciplinary action or other appropriate remedial actions.

Disciplinary and/or remedial actions for falsely accusing another person of bullying may include, but are not limited to, participation in restorative measures, loss of privileges, suspension, or expulsion.

9. The Cooperative's bullying prevention and response plan must be based on the engagement of a range of stakeholders, including students and parents/guardians.
10. The Executive Director or designee shall post this Policy on the Cooperative's Internet website, if any, and include it in the student handbook, and where applicable, post it where other policies, rules, and standards of conduct are currently posted in the school(s). The Policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Cooperative will conduct a review and re-evaluation of this Policy, and make any necessary and appropriate revisions, every two years. This Policy must be filed with the State Board of Education after being updated. As part of the review and re-evaluation, the Executive Director or designee shall assess this Policy's outcomes and effectiveness. This process shall include, without limitation, assessing the following factors:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The Cooperative may use relevant data and information that it already collects for other purposes in the evaluation. The Executive Director or designee must post the information developed as a result of the evaluation on the Cooperative's Internet website, or if a website is not available, provide the information through other means to Cooperative administrators, Board members, Cooperative personnel, parent/guardians and students.

12. The bullying prevention and response plan must be consistent with Board policies, such as the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the Cooperative's educational program as required by State law.
  - d. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing intimidating, or bullying a student based on an identified actual or perceived characteristic that is identified in the policy.
  - e. 7:190, *Student Discipline*. This policy prohibits and provides consequences for hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - f. 7:185, *Teen Dating Violence Prohibited*. This Policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - g. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the right of other students or staff members.
  - h. 6:235, *Access to Electronic Networks*. This policy states that the use of the Cooperative's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and or appropriate legal actions for violating the Cooperative's Authorization of Electronic Network Access.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Illinois Constitution.

## UNIFORM GRIEVANCE PROCEDURE

A student, parent/guardian, employee, or community member should notify any Cooperative Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

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. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e 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. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
15. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

### Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the Cooperative will continue with a simultaneous investigation under this policy.

### Deadlines

All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the Cooperative's main office is open.

### Filing a Complaint

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

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

### Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) 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, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Executive Director. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Executive Director, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Executive Director will keep the Board informed of all complaints.

### Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Executive Director shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Executive Director's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Executive Director's decision or direct the Executive Director to gather additional information. Within 5 school business days of the Board's decision, the Executive Director shall inform the Complainant and the accused of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Executive Director or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

### Appointing Nondiscrimination Coordinator and Complaint Managers

The Executive Director shall appoint a Nondiscrimination Coordinator to manage the Cooperative's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the Cooperative's Title IX Coordinator.

The Executive Director shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Executive Director will appoint 2 Complaint Managers, one of each gender. The Cooperative's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Executive Director shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

**Nondiscrimination Coordinator:**

Angela Zajac  
5318 W. 135<sup>th</sup> Street  
Crestwood, IL 60418  
708-389-7580

**Complaint Managers:**

Angela Zajac	Andrew Ziegler
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**HEALTH EXAMINATIONS AND IMMUNIZATIONS**

The Illinois State Law requires that all students provide proof of having received a health examination and immunizations against preventable communicable diseases. Such examination will be required upon entrance into Early Childhood, Kindergarten or first grade and entrance into sixth grade. If students do not provide proof of compliance by October 15 of the current school year, the student will be excluded from school until the student presents proof of compliance or, in the alternative, provides an appropriate objection based on religious or medical grounds.

**ADMINISTERING STUDENT MEDICATION**

Teachers and other non-administrative school employees, except certified school nurses, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication 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 **School Medication Authorization Form** must be provided by the parent, **signed by the doctor**, and kept on file at the school. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the Cooperative's procedures for student self-administration of medication.

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

**PSYCHOTROPIC OR PSYCHO-STIMULANT MEDICATION**

No disciplinary action shall be taken or behavioral intervention shall be utilized that is based in whole or in part on the refusal of a student's parent or guardian to administer or consent to the administration of psychotropic or psycho-stimulant medication to the student. This policy does not prohibit disciplinary action or the use of behavioral interventions to the extent otherwise permitted by law, when a student violates an Executive Board policy, school or class rule, and/or federal, state or local law, while at school, on school property, or at a school-related activity or event.

## **THERAPEUTIC INTERVENTION**

Although our entire staff has been trained to work with students when they are in crisis, our program's behavior support staff fills a very important role. They assist classroom staff members in helping students work through particularly intense and anxiety producing feelings. The behavior support staff continually attempts to find the most therapeutic and effective ways to help students in crisis. The behavior support staff work closely with our program's social workers and classroom staff so that the student will experience consistency and continuity in all aspects of his/her school day.

At all times, the physical and emotional safety of those involved in a crisis situation is of the utmost importance. Consequently, your child's teacher may request that he/she leave the classroom and engage in therapeutic interventions.

If the student demonstrates the potential for violence or is physically aggressive and/or dangerous, he/she may be physically restrained with the assistance of staff members until he/she regains enough control to be safe without physical restraint. The CARE staff will not discipline your child at any time through the use of corporal punishment, such as spanking, swatting or paddling. We will, however, work very hard to make CARE a safe place for all of our students. Once a student has regained sufficient control and calmed the intense feelings experienced during the crisis, he/she will be expected to resume classroom responsibilities. Our staff will notify you, as parent or guardian, if your child has been physically restrained.

## **BEHAVIORAL INTERVENTIONS POLICY FOR STUDENTS WITH DISABILITIES**

It is the purpose of this document to outline the policy of the Eisenhower Cooperative relative to the use of behavioral interventions with students with disabilities. The fundamental principle of this policy is that non-aversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions.

The use of positive interventions is consistent with the educational goals of enhancing students' academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity and personal privacy and adhere to professionally accepted treatment practices. All of the procedural protection available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavioral interventions.

It is the intent of the Eisenhower Cooperative that interventions used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. Interventions that are considered non-restrictive are preferred because of the low risk of negative side effects and the high priority placed on behavior change rather than behavior control. These interventions may be used without the development of a written Behavioral Management Plan or inclusion in the student's Individual Education Program (IEP).

Interventions that are considered restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions should only be used when the IEP team has developed a Behavioral Management Plan and included in the student's IEP. Restrictive interventions shall be used for the minimal amount of time necessary to control the individual's behaviors. Corporal punishment and expulsion with loss of services are illegal interventions and shall not be used.

When confronted with an emergency situation in which immediate intervention is needed to protect students, other individuals or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's Behavior Management Plan. The emergency intervention selected shall be the least intrusive to reasonably respond to the situation. When an emergency intervention has been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented.

The Eisenhower Cooperative shall maintain a Behavioral Intervention Committee to implement the district policy on the use of Behavioral Interventions. In addition, this committee shall monitor the use of restrictive interventions with students with disabilities.

This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities". This document was prepared by the Illinois State Board of Education and is dated June 30, 1994. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001

### **SOCIAL WORKERS**

Our program social workers work hand-in-hand with classroom staff to ensure that an environment is fostered that is sensitive to the emotional needs of students. Since social workers work closely with classroom teams, your child may have numerous opportunities throughout the year to talk informally with the team's social worker. If it is believed that your child may benefit from more extensive and formal social work services, you will be contacted and appropriate steps will be taken to include social work services on your child's IEP.

Involvement of parents in a child's program is important for success at CARE. The social workers can serve as a resource to you when needed to help improve your relationship with your child. They can also assist you in seeking help through mental health agencies in your area.

### **CHILD ABUSE**

As parents and teachers, we all realize that working with children with behavior problems can be extremely frustrating. It becomes very difficult to relieve such frustration. We encourage you, as parents, to use the CARE staff as a means of discussing and alleviating such frustration. However, if your frustration with your child becomes too great and you severely discipline your child, we are obligated to inform the Department of Children and Family Services. According to the Child Abuse Act of 7-1-80, an "Abused Child" is defined as a child whose parent or immediate family member, or any person responsible for the child's welfare, or any individual residing in the same home as the child, or a paramour of the child's parent:

- a. Inflicts, causes to be inflicted, or allows to be inflicted upon such child by other than accidental means any of the following: a serious physical injury, death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function.
- b. Creates a substantial risk of physical injury to such child by other than accidental means, which would be likely to cause death or serious disfigurement or impairment of any bodily function.
- c. Commits or allows to be committed a sex offense against such child, as defined in the Criminal Code of 1961.
- d. Commits or allows to be committed an act or acts of torture upon such child.
- e. Inflicts excessive corporal punishment.

A “Neglected Child” is defined as any child whose parent or other person responsible for the child’s welfare does not provide the proper or necessary support, education as required by law, or medical or other remedial care recognized under state law as necessary for his or her well-being or who is abandoned by his or her parents or other person responsible for the child’s welfare.

Please bear in mind that we want to work with you before a problem becomes too great. Let us help.

### **RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS ACT**

Under the Protection of Pupil Rights Act (20 USC 123h), parents have the following rights:

- To inspect, within a reasonable period of time following parental request, a survey created by a third party before the survey is administered by the Cooperative to students;
- To inspect, within a reasonable period of time following parental request, any instructional materials used as part of the educational curriculum for their child (instructional material does not include academic tests or academic assessments);
- To notification of any administration of physical examinations or screenings that the school or agency may administer;
- To inspect any collection instrument used for the purpose of collections, disclosure, or use of personal student information for the purpose marketing, selling, or otherwise making available such personal information (however, this right does not extend to activities concerning collection of disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services or to students or the Cooperative such as for college and military recruitment; book clubs, magazines, and programs providing access to low-cost literary products; curriculum and instructional materials used by the Cooperative; tests and assessments used by the Cooperative to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information concerning students and any subsequent analysis and release of such combined data; students' involvement in sales of products or services to raise funds for school-related or education-related activities; or student recognition programs;
- To refuse consent for their child to submit to and/or to request protections of student privacy for any survey that reveals the following information:
  - Political affiliations or beliefs of the student or the student's parent;
  - Mental or psychological problems of the student or parent;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of other individuals with whom respondents have close family relationships;
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - Religious practices, affiliations, or beliefs of the student or the student's parent; or
  - Income (other than that required by Illinois law to determine eligibility for participation in a program or for receiving financial assistance).

Any parent interested in further information concerning the exercise of these rights should contact the Executive Director of the Cooperative.

### **STUDENT RECORDS**

School 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 parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school 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 should be directly related to the provision of services to that child. All requests for student records will be directed to the student's home school district.

