STUDENT HANDBOOK

REGION III COOPERATIVE

1800 Storey Lane, Cottage Hills, IL 62018
www.region3sec.org

CLIP
Cross Categorical Low Incidence Programs
Housed at:

Bethalto East Primary School
Parkside Elementary School
East Alton Middle School
Lewis & Clark Jr. High
Lewis & Clark Elementary School
East Alton-Wood River High School
Journey to Success

Bethalto East Primary School
309 Albers Place
Bethalto, IL 62010
618-377-7250

Teacher Contact Information

Klaudia Taul
ktaul@region3sec.org
618-377-7250

Parkside Elementary School
600 East Central Street
Bethalto, IL 62010

Lydia Steckel
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618-377-4100

East Alton Middle School
1000 Third Street
East Alton, IL 62024
618-433-2201

Teacher Contact Information

Amber Sims
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618-433-2199

Chelsea Tracey
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Lewis & Clark Elementary School
501 East Lorena Avenue
Wood River, IL 62095
618-254-4354

Teacher Contact Information
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Melissa Seldon
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Lewis & Clark Junior High
501 East Lorena Avenue
Wood River, IL 62095
618-254-4355

Teacher Contact Information
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East Alton-Wood River High School
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Wood River, IL 62095
618-254-3151

Teacher Contact Information
Marcy Tegel
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Journey to Success Program
400 Alby Street
Alton, IL 62002
618-208-7490

Teacher Contact Information
Alyssa Montano
amontano@region3sec.org

Region III Cooperative's Mission

The mission of Region III is to foster positive **Relationships**, **Recognize** differences, and help students **Reach** their potential.

Program

The Region III Cross Categorical Low Incidence Programs (CLIP) provide special education services for students ages 3 to 22 who have identified low incidence disabilities. These programs deliver instruction using evidence-based practices. Each student receives individualized instruction based on his/her unique needs. The PEAK Relational Training System may be used with students to systematically teach the skills necessary for students to be successful learners. Five different modules are used to achieve this according to the needs of the student: Direct Training, Generalization, Equivalence, Transformation Modules and Life Skills Emergence System.

Other curriculums that may be utilized to meet the specific needs of the students include Unique Learning Systems and Edgenuity. These are web-based curriculum that allow teachers to individualize curriculum and support students at their unique learning level.

Cooperative efforts between Region III staff, parents/guardians, and the districts support overall student academic and psychological development and success by addressing student specific needs and allowing integration back to the home district. Parent conferences are held twice a year, home notes are sent on a daily basis, and phone contact is frequent to confer with parents/guardians in areas of concern but also to share positive daily events or progress.

Parent/Guardian Responsibilities

- Ensure students are present and on time each day
- Notify your **child's teacher** and **district transportation department** when a child is out of school for any reason
- Notify the teacher and district of any change in telephone or address
- Set up appointments to discuss concerns
- Sign and return daily home/school notes either by hard copy, email, or text

Student Responsibilities

- Work to identify and commit to personal values while being a student
- Complete academic work
- Follow school dress code and bring only necessary items to school. Secure all personal items, including cell phones in a designated area upon arrival at school or leave them at home
- Attend school on a regular basis
- *Do not give or trade items with other students*

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Absences

Any time a student is absent, the parent or guardian must contact the teacher to inform the staff about the absence. If your child has any **one** of the following symptoms, they should not come to school:

- Fever in the past 24 hours
- Diarrhea in the past 24 hours
- Vomiting in the past 24 hours
- Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night

- Sore throat
- Strep Throat (must have been taking an antibiotic for at least 24 hours before returning to school)

There are two types of absences: excused and unexcused. Excused absences include illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the program director.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal or the Director. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, a school official, beginning with the teacher, counselor, principal, then director, will talk with the student about the absence (s). The student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Region III student attendance **MUST** be completed by the teachers each day. If parents do not call off their child, by law, we have to contact the parent/guardian before marking them unexcused. Parents need to contact the teacher directly if the program is housed in a district building.

On the day of the third unexcused absence, the teacher will notify the Region III office and a call will go out to the family about attendance. On the day of the sixth unexcused absence, the director will call the family and every day of an unexcused absence after, a call will go out from the office.

POLICY 7:70, *Attendance and Truancy*
Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.
Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.
If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- *Referral to the truancy officer*
- *Reporting to officials under the Juvenile Court Act*
- *Referral to the State's Attorney*

All programs within the cooperative submit a monthly report of data on each student including attendance data. This data is reviewed monthly by either the principal or director. The data will help the educational team to determine who needs support with attendance.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. Support services may include but are not limited to: parent-teacher conferences, identification of strategies to support attendance, counseling, family counseling, support from service providers, and information about existing community services that are available to truant and chronically truant students and relevant to their needs.

Breakfast and Lunch

Parents should apply for free and reduced lunch plans through the home district. We will honor the eligibility of those plans. In some classrooms, students may eat breakfast in the classroom when students arrive at school in the morning. Teachers will plan for students to eat lunch in the cafeteria. However, if successful student interaction is impacted by student behavior, the teacher may adapt plans in order to work on skills that will improve success in the cafeteria. This plan will be flexible and may change from day to day. Our goal is that all students are successful in a cafeteria environment. Please provide a doctor's note listing all food allergies for the student, if necessary.
Policy Reference 6:50 School Wellness Student wellness, including good nutrition and physical activity, shall be promoted in the Cooperative's educational program, school-based activities, and meal programs. School nutrition is the responsibility of the member districts housing Cooperative programs.

Crisis Plan/Behavior Intervention

Nonviolent Crisis Prevention (CPI) will be utilized if deemed necessary to protect a student or another person from imminent, serious, physical harm after other less intrusive, nonphysical interventions have failed or have been determined inappropriate. Region III provides CPI training to all staff to assist with the recognition of escalating behaviors, crisis de-escalation, physical intervention, and the importance of restorative practices. These procedures are in place to be used as a last resort, if students or staff are in imminent danger. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§1.280, 1.285), and the Cooperative's procedure(s). See ISBE website information regarding Use of Time Out and Restraint in Schools. https://www.isbe.net/Pages/RTO-Bill-of-Rights.aspx
Strategies to be used for emergency situations involving a student demonstrating a risk behavior.

1. Implement the student's behavior intervention plan to fidelity, if applicable.
2. Apply de-escalation strategies.
3. Clear the classroom to a predetermined designated area.
4. The teacher and a paraprofessional will remain in the classroom.
5. CPI block and move procedures will be utilized - to keep staff and the student safe - furniture will also be moved as needed.
6. Continue observation of the student to read signs of distress, calming, and to assess the function of the behavior.
7. Reduce verbal directions if the student is still escalated.
8. Suggest calming room/area if appropriate and effective for the student for a non-seclusionary time out.
9. Attempt to distract with preferred activity - Staff will back off if the student doesn't engage.
10. Get back to instruction as soon as possible.
11. Use restorative practices as appropriate.

Dress Code

Students' dress and grooming which causes a disruption to the educational process or present health, or safety problems shall not be permitted. Policy 7:160

Dress code expectations are as follows:

- Clothing that covers all private areas of the body.
- Clothing without advertising for gangs, drugs, alcohol, or tobacco.
- Clothing without profanity, vulgarity, ethnic or gender slurs.
- Halter tops, tank tops, see-through clothing, or clothing which exposes bare skin or undergarments that would normally be covered is not permitted at school or at school functions.
- The length of shorts, skirts and holes in clothing must be lower than a student's fingertips when arms are resting at their side.
- Caps, hats, scarves or heavy winter oversized coats should be put in a specified area when you arrive at school. Sweaters and light jackets which are part of an outfit are permitted.
- No bare feet, chains, spike jewelry or sunglasses are permitted in the building.

Grading Scale

A = 90 – 100 B = 80 – 89 C = 70 – 79 D = 60 – 69 F = 59 or less

Head Lice Information

Head lice (pediculus) can be a nuisance, but do not spread disease. They do not jump or fly; they can only crawl. Nits may persist after treatment, but successful treatment should kill crawling lice. Head lice depend completely on their host for nourishment; their only source of food is human blood. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. The prevalence of head lice infestation is no different in individuals with long hair than in those with short hair. Head lice seldom occur on eyebrows or eyelashes. They infest persons from all socioeconomic levels, without regard for age, race, sex, or standards of personal hygiene.

The School Board recognizes that a student infected with head lice is eligible for all rights, privileges and services provided by law and the cooperative's policies. The cooperative shall balance those students' rights with the obligation to protect the health of all students and staff.

When authorized school health personnel identify a student as having head lice in their hair, attempts will be made to contact the parent or send the student home with a note. Students **will not** be sent home or excluded from school if nits/eggs are found. However, parents are expected to monitor the presence of nits/eggs in the event that they do hatch and become live lice. If live lice are found, the parent will be contacted, and students will be sent home. The student will be excluded from school until **the day after** the first pediculicide treatment.

Check in Procedure:

If live lice are found, the student may return to school only when accompanied by an adult. The student must be brought in before the start of the school day. Any time after the start of the day, the parent must call the school nurse to establish a mutually agreeable time and place for inspection by authorized school health personnel. (The reason for this is the school nurse may already schedule screenings or appointments with parents. The lunch/recess time is not a good time for the school nurse to recheck students.)

*Authorized school health personnel will inspect the student's hair for lice to obtain approval for readmission***.** Upon this inspection, if one live louse is found, the student will be sent home to be treated again. This procedure will repeat itself until the student is inspected by school health personnel and found to be lice free.

School health personnel will decide when all school screenings and classroom checks are needed.

The school health personnel will make every effort to work with the student's family to educate them on the prevention and the recurrence of head lice.

Homeless Students' Right to Education

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent/guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Each of our cooperating districts have a liaison identified to assist students who are homeless in accessing educational services. Please contact our office at (618) 462-1031 for assistance.

Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the program director for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The cooperative may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Emergency Aid to Students

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

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 educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the 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, 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 accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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 or students in reasonable fear of harm to the student's or students' person or property.
2. Causing a substantially detrimental effect on the student's or students' physical or mental health.
3. Substantially interfering with the student's or students' academic performance.
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Non-Discrimination Coordinator:
Messina Lenger, 618-462-1031
mlenger@region3sec.org

Complaint Managers:
Katie Wieckhorst, 618-462-1031
kwieckhorst@region3sec.org

Kim Hood, 618 208-7490
khood@region3sec.org

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 bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. *See Policy 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment.*

Sex Education Instruction

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene, or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course. Please submit a written objection to the Director, Messina Lenger, mlenger@region3sec.org. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. All students will receive a written notification to parents in regard to any Growth and Development curriculum.

Sexual Harassment and Abuse Response and Prevention

Sexual harassment will not be tolerated. It is prohibited by state and federal law. All cases of sexual harassment will be investigated and dealt with on an individual basis. A conference will be held to discuss allegations of sexual harassment. A Memorandum for Record will be sent to the parents and the District Review Officer following the investigation. Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made either a term or condition of an individual's employment or educational programs and benefits.
2. Submission to or rejection of such conduct of an individual is used as the basis for employment or educational decisions affecting such individuals.
3. Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or learning environment.

A resource guide is available to parents and staff upon request or by visiting the following website https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf

The Director of Region III is to be contacted when a student believes he/she has been harassed by a member of the student body or a member of the faculty.

Messina Lenger, Director
1800 Storey Lane, Cottage Hills, IL 62018
618-462-1031
mlenger@region3sec.org

Kim Hood, Principal/Teacher
400 Alby Street, Alton, IL 62010
618-208-7490
khood@region3sec.org

Internet Access

Internet searches will be conducted for educational purposes only. Students will have a contract on file signed by the student and parent/guardian agreeing to acceptable rules of usage. Inappropriate sites will be blocked from student use. All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovations, and communication. These rules do not attempt to state all requirements or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Unacceptable Use:

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violations of copyright or other contracts, or transmitting any material in violation of any State or Federal law.
2. Unauthorized downloading of software, content, apps, etc.
3. Downloading 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.
13. Using the network while access privileges are suspended or revoked.

Network Etiquette:

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. 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.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties:

The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification:

The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security:

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism:
Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules:
Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
4. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail:
The email system is owned and controlled by the school and district. Email is provided to aid students in fulfilling their duties and responsibilities, and as an educational tool.

1. The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the electronic mail system constitutes consent to these regulations.

Non-School-Sponsored Publications/Websites:
Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright.
3. Is socially inappropriate or inappropriate due to the maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language.
4. Is primarily intended for the immediate solicitation of funds.

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

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Access to Student Social Networking Passwords and Websites:
School officials may investigate or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Access to Inappropriate Material:
To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Education, Supervision and Monitoring:
It shall be the responsibility of all members of the Region III staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Region III Technology Coordinator. The classroom teachers or designated representatives will provide age-appropriate training for students who use the Region III Internet facilities. The training provided will be designed to promote the Region III commitment to:

1. The standards and acceptable use of Internet services as set forth in the Region III Internet Safety Policy.
2. Students' safety with regards to
    a. Safety on the internet
    b. Appropriate behavior while on online, social networking Web sites, and in chat rooms
    c. Cyberbullying awareness and response
3. Compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA).

Student Use of Electronic Devices:
The use of electronic devices and other technology at school is a privilege, not a right. During instructional time, which includes class periods and passing periods, electronic devices must be kept powered off and out of sight unless: (a) permission is granted by an administrator, teacher, or school staff member; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students are allowed to use electronic devices before and after school, or at the discretion of the building principal. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following:

1. Using the device to take photographs in locker rooms or bathrooms
2. Cheating
3. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The cooperative and school district is not responsible for the loss, theft or damage to any electronic device brought to school.

School officials may investigate or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Inclement Weather Schedule

Your student will follow the school calendar in which they are housed for snow and heat schedules.
If your student's home district is closed, your child will not be transported to school, even if your student's school of attendance is open. This absence will be considered excused.

Parent Conferences

Parent conferences are scheduled 1-2 times per year, or as needed to discuss student behavior and/or academics. Parent conferences are very important to us. This is a time for teachers to share important information regarding your child's success in school. This meeting may also be used for parents to ask questions and gain knowledge about how to use strategies at home that have been successful in the school environment. We hope all parents take advantage of these conferences to learn more about their children.

Parent Support and Education

In order for children to be successful with their educational and life goals, it is imperative for parents and staff to work together to cultivate and reinforce interpersonal and life skills. While developing cooperative relationships with parents, guardians, families, and caregivers, staff can learn more about the student's life. At the same time, the family unit can develop hope and skill in addressing their child's needs. As we build and nurture a caring and supportive relationship with parents and families, we create the opportunity for them to become a catalyst of positive change in their child's life. Good communication is the key to building these relationships with parents and families.

Personal Possessions

Student cell phones and other personal possessions will be placed in an appropriate area at the beginning of the school day and returned upon departure. Personal possessions shall not cause interruptions within the school day. The classroom teacher may ask students to leave personal possessions at home.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property

School authorities may inspect, and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.
The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the

search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.
POLICY 7:140, *Search and Seizure*

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent of the school board. Anytime that a convicted child sex offender is present on school property, including the three reasons above, he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.
State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.
You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:
https://isp.illinois.gov/Sor

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:
https://isp.illinois.gov/MVOAY/Disclaimer

Smoking

Smoking by students (including e-cigarettes) is not permitted anywhere on or around the school campus including the parking lot. Smoking of an illegal substance will not be tolerated. Those students found to be in violation of the above stated rule may be suspended from school, placed in detention or ISD, expelled from school, have legal authorities notified or have possible civil prosecution brought against them. Any smoking apparatus or paraphernalia will be confiscated from the student.

Special Education

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational services. All districts provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the Region III office or the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:
Messina Lenger
618 462-1031
1800 Storey Lane
Cottage Hills, IL 62018

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time, upon request.
POLICY 7:340, *Student Records*

Written Materials prior to an IEP meeting:

Copies of written materials to be discussed at an IEP meeting shall be provided to parents/guardians three school days prior to the scheduled IEP meeting so that parents/guardians may participate in the meeting as a fully informed member. These documents will be emailed to parents/guardians via the email on file with the district unless another method of delivery is requested. Contact the cooperative office at 618 462-1031 to request these documents in another format.

Rights to Due Process:

The individual or parent/guardian, has the right to disagree with the school district regarding decisions made concerning disabled children. If a disagreement occurs, a Due Process hearing may be requested. Individuals requesting a hearing are to contact the Director or the home school district superintendent.

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

Student Privacy Protections

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 educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. 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 or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may 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 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.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian 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 the 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. A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey, or any other material described herein may contact the program director.

Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians' certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The Cooperative may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. However, the Cooperative will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the Cooperative discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

Student Safety

The safety of students and staff is of paramount importance. Every program has a crisis management plan in place. The procedures outlined in the plan prepare staff to intervene in case of a crisis. In addition, the area Police Department may

be brought to the school for two unscheduled visits per year.

Tardy Policy

A student will be considered tardy if the student arrives at school over 20 minutes after the school day begins.

Transferring or Withdrawing from School

If students are transferring or leaving school for any purpose, confirmation, by parents or guardian, of the withdrawal is necessary. The student must have a Transfer Form filled out by the student's home district. The enrolling school will request the official records.

Transportation

When being transported by the home district, students are expected to follow the district's bus code of conduct. Please call your home district transportation department with busing issues. District bus garage contacts are listed below:

- Bethalto (618) 259-2549
- Bunker Hill (618) 585-3116
- East Alton (618) 433-2108
- East Alton-Wood River High School (618) 254-3151 ext.2561
- Southwestern (618) 372-3813 ext.1126
- Wood River-Hartford (618) 254-9914 ext.2240

Policy Reference 4:110 Transportation
Student transportation is the responsibility of the student's district of residence. No school employee may transport students in school or private vehicles unless authorized by the administration.