



Student & Parent Handbook  
Tri-County Special Education  
Joint Agreement  
Programs

2009-2010



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## **WELCOME TO TRI-COUNTY SPECIAL EDUCATION PROGRAMS**

We are excited about the activities that have been planned for your student and hope to assist your child to make the most of their time while enrolled. Our staff has worked very hard to develop a curriculum aimed at increasing basic academic skills while teaching appropriate social behavior and interpersonal skills. The following information is a brief description of the program.

The purpose of this handbook is to serve as a guideline for the orderly operation of our school. It is not intended to establish a contractual relationship with the student or cover every situation that shall be encountered. Rather, it is intended to describe our current program and practices. The Tri-County administration reserves the right to add, delete, or modify any policies as needed.

We hope to establish solid working relationships between the home and school. We encourage you to provide input that may benefit the program.

## THE EDUCATIONAL PROGRAM

**Mission Statement:** The mission of this educational program is to provide a positive and safe learning environment that promotes academic and emotional growth to facilitate the students' ability to become productive members of society, both in school and beyond.

This program has been developed to serve the educational needs of students who have not been successful in traditional school programs because of chronic behavioral, emotional, and social choice making difficulties. Instruction emphasizes taking responsibility for one's own behavior and learning to accept consequences for one's own actions. The school utilizes staff training and practices that are consistent with Positive Behavioral Interventions and Supports (PBIS) Best Practices in order to teach students prosocial choice making and maximize their education.

Students are placed in the program by their home schools, following completion of an Individualized Education Plan (IEP). The student's home school arranges transportation, which is provided from the student's home to school. If a student's regular transportation is to be altered for any reason, the student's parent must send a written notification with the effective date to the Principal before bus personnel will be notified. School personnel have the obligation to request valid identification from unknown individuals designated by the parent to transport their child.

Prior to starting school, parents are to enroll their child at their home school district. All parents will need to complete any required documentation, including: emergency contact information, school lunch forms, required medical forms, and any other information pertaining to your child. *\*\*Illinois law allows parents to be excused from work to attend school meetings concerning their child's education.*

## BEHAVIORAL INTERVENTION POLICY

Behavioral interventions are designed to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. They shall be used with those-students who require behavioral intervention.

A committee shall be established and maintained to develop, implement and monitor behavioral intervention policies and procedures. These policies and procedures shall be developed with the advice of:

- (1) Parents of students with disabilities;
- (2) Other parents;
- (3) Teachers;
- (4) Administrators;
- (5) Advocates for persons with disabilities; and
- (6) Individuals with knowledge or expertise in the development and implementation of behavioral interventions for persons with disabilities.

The committee shall develop behavioral intervention procedures and methods consistent with generally accepted practices in the field of behavioral intervention, shall include criteria for determining when a student with disabilities may require a behavioral intervention plan, and shall include procedures for monitoring the use of restrictive behavioral interventions.

The committee shall review the behavioral intervention guidelines issued by the Illinois State Board of Education and shall use them as a reference in preparation of the District's behavior intervention procedures. The procedures shall include the address of the State Board of Education so that copies of the State Board of Education behavioral guidelines may be requested.

This policy and the District's behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students (or the student if the student is 18 years of age or older) with individual education plans (IEP's). This shall be done within 15 days after the adoption by the Board of Education or at the time an IEP is first implemented for the student and at the beginning of each school year thereafter. All students shall be informed annually of the existence of this policy and the District's behavioral intervention procedures.

### **Nonrestrictive Interventions:**

Nonrestrictive interventions are the preferred behavioral interventions. The following are examples of nonrestrictive interventions that may be used:

- Allowing the student to escape the task
- Temporary instructional seating
- Calling and notifying parent
- Detention
- Direct Instruction
- Activity modification
- Modeling
- Instructional assignment
- Peer involvement
- Proximity control
- Redirecting student
- Self-management
- Teaching alternative behaviors
- Teaching self-reinforcement
- Positive reinforcement
- Prompting
- Time out, in and out of class
- Verbal reprimand
- Verbal feedback

### **Isolated Time Out**

Isolated time out is used only as a means of maintaining a safe and orderly environment for learning. It shall be used only to the extent necessary to preserve the safety of students and staff and to ensure the maintenance of an environment conducive to learning. A student may be placed in the time-out room if he/she is extremely disruptive or for verbally aggressive and/or physically aggressive behavior. The time-out area provides social isolation to allow a child to regain control of his/her behavior before re-entering the classroom. While in time-out, a child is constantly monitored by staff, while records of the time elapsed and students' behavior are kept. The child is returned to the classroom as soon as possible. Prior to returning, the student and staff involved in the time-out shall process the incident requiring the time-out. Records are maintained by the classroom teacher and supervisor. A copy is also sent home. In addition, records are maintained in a Tri-County database.

### **Non-Violent Crisis Prevention Intervention**

Should a student become a danger to him/herself, the staff at the Tri-County Special Education Program is trained in the appropriate use of Non-Violent Crisis Prevention Intervention (CPI). This hands-on approach is designed to be utilized only if a student is considered to be a danger to himself and/or others, and provides every opportunity for a student to regain control without outside intervention. The safety of the students and staff at the Tri-County Special Education Schools is of the utmost importance; therefore, the hands-on techniques prescribed by the Non-Violent Crisis Prevention Intervention training will be utilized as necessary.

These steps are followed when using Non-Violent Crisis Prevention Intervention:

1. When staff determines the student is likely to harm himself/herself or others and the risks associated with physical management is less than the risks associated with failing to intervene.
2. A staff member will request that the student go to a predetermined area.
3. If the student fails to comply within five seconds, the staff repeats the request.
4. If the student still fails to comply and presents an obvious threat, the student is physically guided by staff members and escorted with the minimum force necessary for success and safety to the quiet area.

If it is determined physical management is necessary to secure the safety of the child or others, the student will be physically managed with the minimum force necessary until he or she is able to demonstrate appropriate, calm responses. Neither isolated time out nor Non-Violent Crisis Intervention shall be used as a form of punishment.

## **STUDENT CONDUCT AND DISCIPLINE**

Students are expected to conduct themselves in a manner which reflects respect for each other, school personnel, and school property. Students may be disciplined for misconduct which occurs in school buildings or on school grounds at any time. Students may also be disciplined for behavior which occurs to and from school, on the school bus, at bus stops, and at school-sponsored activities, including field trips off of school grounds. Students may also be disciplined when the misconduct is directed toward school employees, their families, or their property because of their status as employees.

### **Bullying:**

Bullying will not be tolerated. Any act of bullying will be dealt with in accordance with Tri-County policy and procedures.

### **Discipline Options:**

In the orderly operation of schools, it is hoped that the hallmark in the exercise of authority will always be fairness. Every effort will be made to secure facts that will create understanding of each individual situation. It is the goal of discipline to reinforce acceptable community standards required of students to be successful beyond school in the community. It is also the goal of discipline to create acceptance of decisions that are made in good faith.

At times there may be legitimate differences of opinion between students and staff members. Tri-County will extend to students their due process rights in fullness as recognized by the law. It is the policy of Tri-County that the exercise of authority in a school setting will be fair and that the student's rights are fully protected. A parent may request a review of a discipline option utilized as a result of a child's misbehavior by providing their request in writing to the school office.

When requested by the building Principal, it is expected that a parent shall pick-up his/her child immediately. It is expected that discipline shall be maintained in a manner that would be expected in any professional setting or educational environment. Above all else, an atmosphere favorable and conducive to a safe, free, and appropriate public education shall be maintained.

Discipline is maintained by all personnel at your child's school. It begins with the classroom behavior management process, involves the contact of parents, necessary community and government agencies, and is progressive in nature. We intend to maintain a safe, civil, and achieving environment for students and staff at

school. In order to ensure this goal is secured, disciplinary options are available, but are not limited to, the following:

1. **Verbal Reprimand:** A brief conference with the student will follow the student's inappropriate choice. The result can be a verbal agreement between the teacher and student, a contract or goal, or a brief contact with the parent to discuss the infraction and how the student can better manage their choices.
2. **Mediation/Conflict Resolution:** One of the first steps in resolving conflicts is a mediation program. This is a non-violent way to solve their differences by utilizing staff or peer mediators trained in a highly structured problem solving method that allows each student an opportunity to voice their opinions and concerns.
3. **Loss Of Privileges:** Each student is assigned a sheet to reflect the social choices that they make over the course of a school day. The data sheet is broken down into thirty minute intervals. If a student violates one of the school rules in that thirty minute interval, that student's behavioral sheet will reflect the behavior. If the student's behavior, further points will be lost to accurately reflect the duration and severity of the student's choice.
4. **Cool-Off Period:** When a student asks a staff member for time to "cool off" in an appropriate manner, time will be afforded to the student at the first opportunity available to the teaching staff. Likewise, if a teacher directs a student to take a "cool off" period, the student will be expected to comply with the request immediately.
5. **Alternative Education Room (AER):** The Alternative Education Room is a disciplinary procedure used for isolated student instruction during the regular school hours. Students in AER have exhibited continuous and severe disruptive behaviors in the classroom or on the bus. As a result of exhibiting these non-student behaviors, staff may determine with the approval of the principal to place the student in an isolated area, yet keep them in the standard curriculum of study. The AER is not comprised of a specific place in the building. It is a state of limited interaction with staff and no interaction with other students. Students will eat their meals in this location. The student can earn his/her way out of AER by serving a specified period of time or by completing a specified percentage of their daily behavior points.
6. **After School Detention (Late Stay):** After school detention (late stay) is a period of time when a student is assigned to stay after school for unacceptable behavior that takes place on the bus or during the school

day. Students assigned to after school detention must serve them on the date they are issued unless other arrangements are made with the parent of the student.

7. **In-School Suspension:** School administrators, together with teachers, will have this as a means to redirect students who display behavior that is continuously disruptive to the educational environment in the classroom. The classroom teacher may utilize a socially isolated area to redirect the student. All Teacher Assigned Detentions will be approved by the building administrator or the administrative designee, and will be served at the time assigned.
8. **Out Of School Suspension:** Acts of violence and aggression, verbal threats of violence, vandalism, repeated acts of insubordination, and chronic acts that are disruptive to other students in the school are not acceptable forms of behavior in a civil and safe environment. The nature and severity of the offense will dictate the duration of the suspension. Every effort will be made to contact the student's parents by phone. A letter explaining the conditions of the suspension accompanied by copies of the disciplinary referrals shall be mailed to the parents detailing the behavior subject to the suspension. Students with a total of ten out of school suspension days will be requested to appear for a Manifestation Determination Conference\* to review the behavior and generate possible educational alternatives.

*\*A Manifestation Determination Conference will be held following the student's tenth day of suspension. The purpose of the meeting will be to discuss the relatedness of the student's behavior to his/her disability and the appropriateness of the student's current educational placement.*

### **Rules of Conduct:**

Students are expected to conform to the standards established by the administration and the faculty. The rules contained in this handbook, along with common sense and good judgment all come together to determine what is appropriate behavior in a given situation.

The Board representing Tri-County Special Education has given the Principal or the Principal's designee the authority to take the proper and necessary action to discipline students engaged in inappropriate activity. Inappropriate activity is defined as any conduct, behavior, or activity which causes or may cause substantial injury, disruption or interference with school activities or the rights of other students or school personnel.

Below are only few brief examples of prohibited conduct:

1. Possession of weaponry that may be used to cause physical injury.
2. Failing to follow the first directive given by any school personnel.
3. Possession, consumption, giving away of, or being under the influence of tobacco, alcohol or any other illegal substance or look alike substance.
4. Verbal language, physical body language, or any sign intended to convey a threat of physical harm or engaging in a physical attack on any school personnel or fellow student. Mental, verbal, or physical harassment of other students or staff.
5. Destruction of or tampering with school property or property of another individual.
6. Obscene language or gestures.
7. Use of cell phones, mp3 players, or any electronic or communication devices.
8. Leaving school campus or missing class without permission
9. Violating computer use agreement.
10. Taking or using another's property without prior consent.
11. Other activity deemed by the faculty or administration to be disruptive to the school's learning environment.

### **Sexual Harassment-Students:**

Sexual harassment occurs when something is said or done to another because of that person's gender. It is unwelcome, unwanted, and illegal. It may be verbal, nonverbal, physical, or interpreted as sexual in nature and is unwanted by the victim. The extent of the act shall determine the action taken by school administration with possible referral to law authorities.

Any incident of sexual harassment needs to be reported immediately to the building supervisor or Technical Assistance Supervisor of the school which your child attends. They may be contacted at the following locations:

<b>~Connie Nadolski</b>	<b>Tri-County Center</b>	
1725 Shomaker Drive,	Murphysboro, IL 62966	(618) 684-2109
<b>~Scott Ewing</b>	<b>Tri-County @ McElvain</b>	
593 Ava Road,	Murphysboro, IL 62966	(618) 684-8432
<b>~Staci Hood</b>	<b>Tri-County @ Ward</b>	
120 Spring Street,	Duquoin, IL 62832	(618) 542-5954
<b>~Gina Stokes</b>	<b>Tri-County @ Anna</b>	
P. O. Box 379 Dewey Bui1d	1000 N. Main Anna, IL 62966	(618) 833-4541

**Student Aggression:**

Any behavior that may cause physical or emotional harm to another is unacceptable. If school personnel determine that a student is at risk of engaging in physical aggression, the parent(s)/guardian may be notified and requested to meet with school personnel to formulate an intervention plan. Students who have engaged in behavior that poses a danger to themselves or others will be disciplined in accordance with the school's discipline policies.

## STUDENT RESPONSIBILITIES

**Attendance Policy:**

Students are expected to attend school except when illness, appointments, or emergencies make it necessary to be absent. Attendance at school is compulsory under Illinois law for all children ages seven to seventeen. If an absence does occur, the parents or guardians should notify the school by telephone the morning of the absence or with a note explaining the absence. Please see the program information at the back of this handbook for the telephone numbers and contact information of the school your child attends.

School staff will make attempts to contact parent/guardians if there is not prior notice of absence. A student who leaves the building without permission may expect a call to his or her parent/guardian and law enforcement. Three unexcused absences or excessive excused absences will result in a referral to the Truant Officer.

**Controlled Substances:**

Possession of illegal drugs, drug look-alikes, alcohol, or controlled substances by students is prohibited. Students in possession of illegal drugs or illegally obtained controlled substances will be subject to disciplinary action by the school. Some non-prescription and over-the-counter substances are not illegal, but are prohibited from school. Additionally, law enforcement may be notified.

**Dress Code:**

There are particular items that may be acceptable to wear outside the school environment but that can be disruptive to the educational process and will not be allowed in the school building. While on school grounds, students are not allowed to have in their possession or wear jewelry, accessories, or clothing, which identify or depict the use of drugs, alcohol, violence, sex, occult, gangs or are of a racist nature.

Oversized apparel including baggy pants worn low on the waist, sleep wear, overalls with unfastened straps, and any item of clothing that is deemed too provocative/revealing for a school environment are not allowed. Student and parents/guardians will be counseled regarding acceptable attire. Belts which are extra-long with excess hanging loosely or belt buckles bearing initials that designate gangs are strictly forbidden.

Students will be given reasonable direction to correct their appearance. If appearance does not improve and there is continued violation of the dress code, progressive discipline procedures will be applied. Ultimately, continued abuse of the school dress code could result in out-of-school suspension.

Items not associated with academic instruction or necessary for the student's appropriate seasonal dress should be left at home. Hats, hoods and outerwear (of any kind) are not to be worn during the school day. Jackets of a single thickness will be allowed. Upon arrival, students should place these items of clothing in the designated area until the end of the day. Exceptions to the outerwear policy will be allowed at the discretion of the teacher if necessary because of room temperature.

Students who bring backpacks, "backpack-style" purses, or large bags to school must place them in the designated area. These items must be kept in the designated area until the end of the school day. School employees shall not assume responsibility for a student's personal items.

- ◆ The "Fingertip" rule will be used to judge the length of clothing articles such as shorts, dresses, skirts, etc. If the article of clothing is not longer than the end of the middle finger when the arms of the student are placed at their side with shoulders in a natural position, elbows locked to form a straight arm and the hand and fingers extended and pointed straight to the ground, the article of clothing is a violation of the dress code.

- ◆ Students should not wear any clothing that exposes or reveals the midriff or underwear such as a tank top or wide mesh clothing.
- ◆ Excessively torn clothing is not to be worn for safety reasons. Chains cannot be brought to school.
- ◆ Students are not allowed to wear house slippers or pajama/bed clothing to school.

**Electronic Devices/Cell Phones:**

Personal cell phones, MP3 players, iPods, headphones and other electronic devices are detrimental to our school's learning environment. All devices must be turned in to staff at the door upon entry. Devices will be kept in a secure location and returned upon exit. Each classroom is equipped to contact emergency services if necessary and staff members have access to their cell phones if needed. Parents may contact the school office in the event of an emergency to reach their child. Any student electronic devices not turned in at entry and discovered during the school day will be held in the school office. Repeated infractions will result in a parent request to retrieve the device. The school bears no responsibility for lost, damaged, or stolen devices.

**Extra Curricular Activities:**

Participation in extra-curricular activities is at the sole discretion of the home school district. Some of these requirements may involve grades, attendance, and behavior.

**Gang Signs, Handshakes, Graffiti And Other Gang Related Activity:**

Handshakes and any suspected activity will be viewed on the camera for proof. If graffiti is observed, the artifact will be confiscated, and/or photographic documentation will be obtained. This will be an automatic write up and administration will be notified. Consequences will be determined by school administration.

**Grades:**

Grades and progress reports are issued quarterly. Report cards will be mailed to the student's parent or guardian and the resident district. In addition to grades, quarterly reports of progress toward the individual educational goals will be included. Grades may be based on daily work, tests, and participation.

**Graduation Requirements:**

High School students attending Tri-County Special Education Programs will be required to complete the graduation requirements for their home school district.

**Law Enforcement Referral:**

Parents/guardians and home districts will be contacted and law enforcement officials may be involved in the event that:

- A student presents imminent danger to him/her self, to other students, staff, and/or property
- If a student destroys any school property, he/she shall be held responsible for the restitution of the destroyed property. Parents/guardians and student will be billed the cost for repairing the damage.
- A student is in possession of, or has been seen in possession of a weapon.
- A student is threatening another individual with a weapon.
- A student is in possession of or is suspected of using an illegal substance and/or paraphernalia.
- Physical or verbal aggression towards a staff member.
- Physical aggression towards another student.
- A threatening communication deemed to be of a serious nature.

Final decision to summon law enforcement officials and/or file criminal charges will be made by Tri-County Special Education administration. When deemed appropriate, school officials will communicate with law enforcement personnel concerning student disciplinary matters. Likewise, law enforcement agencies may share information with school officials to promote the safety of the school community. School officials will report known criminal activity to law enforcement agencies when appropriate. This normally will take place with the School Resource Officer (SYO).

**Leaving School Property**

A student who has left school property without authorization will have disciplinary action taken and the School Resource Officer or local law enforcement will be called.

**Meals:**

Breakfast and lunch are served at the school. Free and reduced meals through the National School Lunch Program are available to those who qualify. To be considered for the Free and Reduced Meal Program, parents must complete the form in the student enrollment packet. If the form is not completed and returned to school authorities, the costs associated with the student's daily meals will be mailed to the parent with the total to be reimbursed. Campus is closed. As a

result, students must either order a school lunch or bring a sack lunch. Parents will be encouraged, should they choose to pack their child a lunch, to pack a nutritional lunch for their child. Soda is not allowed during school lunch periods.

**Medication:**

Medications are given to a student at school only with the written prescription of a physician and the written request of the parent. Parents, please fill out the official form included in this handbook to be used for this purpose. All medication sent to school must be properly labeled in the original container provided by a pharmacy with the name of the student, name of the doctor, name of the medication, dosage, the time that it is to be given, and given to the administration or designated representative. Medication sent to school should not exceed a one (1) month supply.

**Metal Detectors:**

Metal detectors will be used especially for students in grades 6-12 on a random and/or daily basis. This may or may not be related to a suspicion of the possession of prohibited items. Students will be asked to remove their shoes and empty their pockets. They will then be checked with the metal detector (wand).

**Reintegration Into The Home School:**

It is the goal of the Tri County Special Education Cooperative Agreement to reintegrate every student placed into the program back into their home school environment. The work towards this goal begins at the placement staffing. Students are most successful at being reintegrated into the home school when the parent, the school, and the student are all working together towards that goal. Ultimately, it will depend on the student to take responsibility for his or her behavior and earn that privilege.

Although the IEP team may consider a change of placement at any time, the staff generally will not recommend it until certain criteria are met. The staff and administration will monitor behavior through point sheets and judge student readiness. The staff will determine if the student is ready for transition by looking at the physical aggression and/or non-compliance for the previous month prior to the start of transition.

When the student has met the criteria, the integration coordinator will begin to contact individuals in the home school to meet to discuss the student's records. Often an IEP meeting will be held to discuss and determine details of the student's reintegration plan. The student will start with one or two classes and if successful

with these classes the amount of time spent at the home school will be increased. The student will continue to integrate into additional classes as determined by success. Classes will continue to be added until the student is out of the TCSE School setting more than 50% of the school day. At this time a return to the home district school will be considered. This consideration will be a team decision. The administration from the home district, the integration coordinator, the TCSE School principal and classroom teacher will all have input as well as the parent at this IEP meeting.

It takes a great deal of effort on the parts of the student, the staff, administration and the home school staff for the student to be reintegrated. It is important not to rush the process in order to insure the student's success. Once the student has returned to the home district, they may continue to have ED on their IEP. An itinerant or ED Consultant will work with that student and their home district classroom teacher in order to facilitate that student having a successful return to their home district.

#### **School Closings:**

In case of inclement weather, parents should listen to the local television and radio stations. For the purposes of school closures, please listen for the corresponding school districts:

Tri-County at Ward follows DuQuoin #300 school schedule

Tri-County South follows Anna #37 school schedule

Tri-County @ McElvain, Carruthers and Tri-County Center follow Murphysboro #186

#### **School Visitor Policy:**

All visitors to the Tri-County Special Education Program are required to check in at the office upon arriving at the school. Parent involvement is encouraged; however, all visits must be pre-approved with administration. Students will not be interrupted from their instructional day without due cause and prior approval from the building administrator.

#### **Search and Seizure:**

Every student is subject to random and/or daily hand held metal detector search in an effort to promote school safety and deter students from possessing prohibited materials on school property. When searches of this type are utilized, all students will be searched in every effort to ensure fairness. All prohibited items will be seized during any search that may yield such items. Students need

not bring any items to the school classroom, and are required to hang their coats, hats, and any other additional items on a coat rack or designated area prior to entering the classroom.

The Tri-County Special Education Director or the principal, or their designee, may search school property provided to the student for the storage of school supplies or personal effects whenever there are reasonable grounds for suspecting that such search will turn up evidence that a student violated or is violating the law or the rules of the school.

A teacher may search school property if located within the teacher's assigned classroom or classrooms whenever there are reasonable grounds for suspecting that such a search will turn up evidence that a student has violated or is violating the law or the rules of the school within such classroom.

The Tri-County Special Education Director, principal, or designee may search a student whenever there are reasonable grounds for suspecting that such a search will turn up evidence that the student has violated or is violating the law or the rules of the school.

The scope of the search must be reasonably related to the objectives of the search, and not excessively intrusive in light of the age and sex of the student, and the nature of the infraction.

Implementation procedures for search of student's property are:

- The student will be present during a search of property in his/her possession.
- When deemed appropriate, the Tri-County Special Education Director, principal, or designee may request the assistance of law enforcement officials.
- A second staff member will be present during a search of either a student or a student's personal property.
- The search will be conducted as discreetly as possible and in private.
- Items considered illegal, illicit, disruptive, or a general nuisance to the educational process will be seized by staff. Storage, return or destruction of such items will be at the discretion of the principal or designee, subject only to legal impoundment.
- A report may be made and sent to the student's parents/guardian and home district.

**Security Cameras:**

Security cameras may be used to enhance the care, welfare, safety, and security of students, staff, and property, while protecting individuals' rights to privacy.

The security cameras will be in operation on school days during school hours. Monitoring will be by the principal or designated staff in a centralized area. Access to the recordings will be limited to the principal and/or authorized personnel. Camera recordings are considered a student record and are not available for viewing by unauthorized personnel. Unlawful acts captured and identified in recordings will be investigated and reported to law enforcement agencies as necessary in line with usual procedures. Cameras will not be placed in areas where students and staff could reasonably expect complete privacy, such as restrooms and private offices.

**Tobacco Policy:**

Illinois law prohibits the use of tobacco on school property. The Illinois State Board of Education has developed statewide goals for the implementation of tobacco prevention programs for students in Illinois. Units on tobacco prevention (based on State Goals 22-24 of the ISBE's Illinois State Learning Standards) will be presented to students at Tri-County Special Education Programs.

Any tobacco products, lighters, or matches found in the student's possession will be confiscated by the school personnel. Additionally, progressive disciplinary measures will be taken for continued student abuse of this policy.

**Weapons:**

Illinois law prohibits the possession of weapons on school property. A "weapon" is defined as:

*..., device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury.... 18 U.S.C. 930.* In addition to school consequences, the police will be notified.

**MANDATED REPORTING TO DCFS**

Any school employee who suspects child abuse or neglect must notify the Illinois Department of Child and Family Services (DCFS). Failure to do so is in direct violation of the Mandated Reporters Act and may result in serious consequences for the school employee.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access.

A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the

official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605.

Directory information may be disclosed without prior notice unless the parent/guardian notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed.

### **STUDENTS WHO ARE CONSIDERED "HOMELESS"**

Students at any Tri-County Special Education Cooperative Agreement school will be monitored to determine if they are considered homeless either through federal or state guidelines. The legislation is Federal (the McKinney-Vento Act, 42 U.S.C. 11431) and Illinois (the Illinois Education for Homeless Children Act, 105 ILCS 45/1-1, or "IEHCA") laws. Under both Illinois and federal law, school districts have an affirmative duty to identify homeless families within the district.

The McKinney-Vento Act (Section 725) defines "homeless children and youth" (school-age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:
- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (commonly referred to as being "doubled up") .
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.
- Living in emergency or transitional shelters.
- Abandoned in hospitals.

- Awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

The term *unaccompanied youth* includes a youth not in the physical custody of a parent or guardian. This would include runaways living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing; children and youth denied housing by their families (sometimes referred to "throwaway children and youth"); and school-age unwed mothers living in homes for unwed mothers because they have no other housing available.

A student who is considered homeless must be immediately enrolled in any of the following:

- (a) the school in which he or she was enrolled when permanently housed (also known as the "school of origin");
- (b) the school in which he or she was last enrolled; or
- (c) any public school that non-homeless students who live in the attendance area in which the homeless pupil is living are eligible to attend.

## **ASBESTOS MANAGEMENT**

Tri County Special Education Cooperation Agreement is in full compliance with state and federal regulations regarding asbestos management in all buildings. The local home district has plans that would be available for public inspection at their district office.

## MEDICATION INFORMATION

School \_\_\_\_\_

Date \_\_\_\_\_

### TO THE PARENT:

Our school medication policy states that the medications are given by the nurse or teacher only upon the written prescription of a physician and the written request of a parent or guardian in the case that the student lives in a residential setting.

All medications sent to school must be properly labeled by a pharmacy with the name of the student, name of doctor, name of medication, dosage, and time to be given. Medication sent to school should not exceed a one month supply.

Please complete the form (or a facsimile of) and return to your child's teacher. This information is confidential between the physician, parent, teacher, and school nurse. Thank you for your cooperation.

Martha Peebles  
Tri-County School Nurse

### TO THE DOCTOR:

NAME OF STUDENT \_\_\_\_\_ DOB \_\_\_\_\_

MEDICATION \_\_\_\_\_

DOSAGE \_\_\_\_\_ TIME \_\_\_\_\_

START DATE \_\_\_\_\_ STOP DATE \_\_\_\_\_

REACTIONS TO THIS MEDICATION TO WHICH THE NURSE AND/OR TEACHER SHOULD BE ALERT:

\_\_\_\_\_

\_\_\_\_\_  
PHYSICIAN'S SIGNATURE

### TO THE SCHOOL:

I AM REQUESTING THE SCHOOL NURSE OR TEACHER TO GIVE THE ABOVE NAMED MEDICATION TO MY CHILD.

\_\_\_\_\_ at \_\_\_\_\_  
(name of child) (time)

\_\_\_\_\_  
PARENT'S SIGNATURE

**Immunization Policy:**

According to the requirements of the State of Illinois, immunizations, physical and dental examinations as prescribed by the Department of Human Services shall be required of all students at the grade level or ages listed below on the first day of that school year. **Returning students who do not have the appropriate requirements will not be able to enter school until they are in compliance.**

If your student is in need of any of the requirements listed below, you should have already been notified. Call Martha Peebles R.N., School Nurse at Tri-County Special Education at (618) 684-2109 Ext 4120 (please leave a voice mail); if you did not receive notification and you think your child may be due any of the requirements. **Students who are new to our program will have 45 days to complete the requirements.**

**Physical and Dental Examinations:**

Students entering Kindergarten, 6<sup>th</sup> and 9<sup>th</sup> grade (or ages 5, 11 or 14 if in a non-graded program) will be required to have a physical examination. If a student had a physical exam for 5<sup>th</sup> grade the previous year, they do **NOT** need a repeat physical for 6<sup>th</sup> grade. Information concerning physicals will be included in your child's enrollment packet that they will receive the first day of school. Dental examinations are required for students entering kindergarten, 2<sup>nd</sup>, and 6<sup>th</sup> grades or a dental waiver form must be completed. **Physical examinations must be completed prior to the first day of school.**

**Head Lice Policy:**

Students in Tri-County Special Education Programs who are suspected of having head lice **MUST** be examined by the Tri-County School Nurse, Assistant Nurse or their trained designee and may not be excluded from school until the nurse or trained designee has checked the student. Parents will be notified if any signs of head lice are noted, and free non-toxic head lice products and education will be made available. Every effort will be made to work with families to keep the child free of head lice and in school attendance.

**Insurance:**

Insurance is not offered by the day schools or the Tri-County cooperative. During registration at the local district, students and parents may be offered a low cost accident insurance from an independent insurance company. An informational packet is available at the local home school office.

**Tri-County Special Education Joint Agreement Jackson, Perry & Union Counties**  
1725 SHOMAKER DRIVE Murphysboro, Illinois 62966 Phone: 618-684-2109 FAX: 618-687-  
1638 C.W. "Chuck" Hamilton, Director

**Tri-County Special Education  
Acceptable Use Policy**

Tri-County Special Education is providing access to the Internet for educational and professional development use. Access to Tri-County Special Education resources come in different forms; the most common is the issuance of an E-mail account to K-12 staff and high speed Internet access to both staff and students. These resources are to be viewed as a privilege; the usage must be in support of educational research and development and be consistent with Tri-County Special Education's mission. Inappropriate use of an E-mail account or Internet access will result in termination of privileges. Tri-County Special Education will take preventive measures by means of content filters and user restrictions to block inappropriate content from being displayed intentionally or unintentionally from user's access.

- Ultimate responsibility for actions that do or do not conform to this policy is with the individual to whom an account has been assigned. Under no circumstances should a user share his or her password with another user. Users found to be sharing accounts will have all accounts suspended until an investigation is conducted to determine if any legality issues or concerns have been raised.
- Users are expected to respect all copyright issues regarding software, information and attributions to authorship. The unauthorized copying or transfer of copyrighted materials will result in the termination of the user's account. Privately bought, shareware, and freeware programs must be cleared through the Tri-County Special Education technology office before being loaded onto a Tri-County Special Education owned computer. Furthermore, Tri-County Special Education classrooms and computer located within other supported districts must receive authorization to load above mentioned programs through the local technology office.
- Use of a Tri-County Special Education account for any illegal activities is prohibited. Illegal activities include but are not limited to tampering with computer hardware or software, unauthorized entry into computers, or destruction of computer files.
- All users are to respect the privacy of other users. Users should not intentionally seek information or passwords belonging to another user, nor should they represent themselves as another user. Additionally, users should not obtain copies of or modify files, and other data owned by others users without permission. Unsolicited communication, including uninvited talk sessions or broadcast messages including E-mail is discouraged and, in some cases, prohibited.
- The origination or transmission of files of a defamatory, derogatory, abusive, obscene, profane, sexually oriented, threatening, offensive, or inaccurate nature will not be tolerated.

**Please keep this copy for reference.**

**AGREEMENT**

I understand and will abide by the Acceptable Use Policy. I understand that the Tri-County Special Education and or Local District agents may access and monitor my use of Internet resources, including E-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary actions and/or appropriate legal action may be taken. In consideration for using Tri-County Special Education or local district's Internet connection and having access to public networks, I hereby release Tri-County Special Education and its Board members along with Local School Districts and Board members, employees, and agents from any claims of damages arising from my use of, or inability to use the Internet.

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Date (MM-DD-YYYY)

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User Signature

(Required if the user is a student :)

I have read, understood and, accepted the Acceptable Use Policy provided to me by Tri-County Special Education. I understand that access is designed for educational purposes and that Tri-County Special Education has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Tri-County Special Education to restrict access to all controversial and inappropriate materials. Tri-County Special Education, its employees, agents, or Board Members, will not be held responsible for unauthorized materials or software obtained via the network. I hereby request that my child be allowed access to Tri-County Special Education's Internet.

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Date (MM-DD-YYYY)

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Parent/Guardian (s) Name(s) (Please Print)

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Parent/Guardian(s) Signature(s)

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Student Name (Please Print)

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Student Signature

**I have received the student/parent handbook outlining the expectations and consequences of the Tri-County Special Education Program. I understand that I am responsible for my actions and will accept the consequences resulting from those actions.**

**Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**I have received the student/parent handbook outlining the behavioral expectations and consequences at the Tri-County Special Education School. I understand that it is my responsibility to meet with the staff as requested to review my child's progress.**

**Parent:** \_\_\_\_\_

**Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_