

STUDENT & PARENT HANDBOOK



Tri-County Special Education Joint Agreement

SCHOOLS & PROGRAMS 2016-2017

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WELCOME TO TRI-COUNTY SPECIAL EDUCATION PROGRAMS

The staff at Tri-County would like to welcome your child to our program. Tri-County takes great pride in its programs and the services that are offered. Our programs are designed to meet the individual needs of each of the students. While academics are a focus, many areas such as social skills, behavior, and functional skills are addressed. The main goal of our programs is to assist the home school districts with the educational needs of their students.

The purpose of this handbook is to serve as a guideline for the orderly operation of our school. It is only a summary of board policies governing Tri-County buildings and classrooms. Complete policies and Tri-County Staff contact information may be reviewed by accessing the Tri-County website at www.tcse.us. In addition, 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. This handbook is in effect for all of Tri-County's programs. It is not specific to one program and variations will occur throughout the programs. However, classrooms located in school districts will adhere to that school's handbook. Please contact the Building Administrator or Technical Assistance Supervisor (TAS) with any questions or clarifications. The Tri-County administration reserves the right to add, delete, or modify any policies as needed and without notice.

We hope to establish solid working relationships between the home and school. We encourage you to provide constructive 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, emotional, and functional growth to facilitate the students' ability to become productive members of society, both in school and beyond.

These programs have been developed to serve the educational needs of students who have not been successful in traditional school programs due to any one or more of the following: chronic behavioral, emotional, social skills, and/or functional skills deficits.

According to federal law, all students identified with an educational disability will be provided a free, appropriate public education (FAPE). Concerns regarding your child's identification, assessment, and/or placement should be directed to the building principal or TAS. Parents have the right to make special education decisions on their children until their 18th birthday. Students receiving special education services will have their educational rights transferred to them on their 18th birthday, unless parents have obtained legal guardianship.

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.

BEHAVIORAL INTERVENTION POLICY

Behavioral intervention is designed to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. It shall be used with students who require behavioral intervention.

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
- Direct Instruction
- Activity modification
- Mentoring
- Modeling
- Instructional assignment
- Peer involvement
- Proximity control
- Redirecting student
- Self-management
- Teaching alternative behaviors
- Teaching self-reinforcement
- Positive reinforcement
- Prompting
- Verbal reprimand
- Verbal feedback
- Group Counseling
- Individual Counseling
- Other interventions as appropriate

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. A student will remain in time out no longer than 30 minutes past reaching a calm, compliant state. 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 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. Non-Violent Crisis Prevention Intervention is designed to be utilized only if a student is considered to be a danger to him/herself 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

BULLYING:

Students are expected to conduct themselves in a manner which reflects respect for each other, school personnel, and school property. At any time, students may be disciplined for misconduct which occurs in school buildings or on school grounds, including the misuse of technologies (Emails, social networking, texting, etc.). Students may also be disciplined for behavior which occurs on the way 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.

Definition:

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 is an important school goal.

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.

For purposes of this policy, bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically,

directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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.

Cyber-bullying:

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future

disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

Bullying Prevention and Response Plan:

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

The District uses the definition of bullying as provided in this policy.

Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

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.

Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

The principal or designee shall promptly investigate and address reports of bullying, by, among other things:

- a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or School Administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with Federal and State laws and rules governing student privacy rights, providing

parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or School Administrator or his/her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The principal or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

The principal or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

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 District'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.

The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

The director or designee shall post this policy on the District's internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

The director or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation: a). The frequency of victimization; b). Student, staff, and family observations of safety at a school; c). Identification of areas of a school where bullying occurs; d). The types of bullying utilized; and e). Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The director or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information

must be provided to school administrators, board members, school personnel, parents/guardians, and students.

The District's bullying prevention plan must be consistent with other Board policies.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence.

Any incident of bullying or harassment needs to be reported immediately to the Building Supervisor or Technical Assistance Supervisor of the school in which your child attends.

Sexual Harassment/Sexting:

Sexual Harassment of students is prohibited. A person engages in sexual harassment whenever he/she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that: Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or has the purpose or effect of: Substantially interfering with a student's educational environment; creating an intimidating, hostile, and/or offensive educational environment; depriving a student of educational aid, benefits, services or treatment; or making submission to or rejection of such conduct the basis of making academic decisions affecting a student. The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, and/or discomfort. Examples of sexual harassment include: touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a persons alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to: rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Sexting is defined as:

1. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." This Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.

Teen Dating Violence:

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

Making a Complaint:

Students are encouraged to report claims or incidents of bullying, sexual harassment, teen dating violence, or any other prohibited conduct immediately to the nondiscrimination coordinator or complaint manager. Claims or incidents may be reported orally or in writing.

Nondiscrimination Coordinator:

Staci Hood 618-542-5954

District Complaint Managers:

Zeppelyn Brewer 618-684-2109

Mike Reel 618-684-2109

(or any staff member with whom the student is comfortable speaking.)

ANYONE who has information about actual or threatened bullying is encouraged to report it to the Nondiscrimination Coordinator, District Complaint Manager, or any staff member. The school will not punish anyone because he or she made a report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation or harassment, and will take disciplinary action against any student who participates in such conduct.

Discipline Options:

In the orderly operation of schools, fairness will be Tri-County's goal. 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 learning environment for both 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.
4. **Cool-Off Period:** When a student asks a staff member for time to "Cool off" in an appropriate manner, time will be offered to the student when appropriate. 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 Environment (AEE):** The Alternative Education Environment is a disciplinary area that is 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 AEE 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 AEE 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 and the school administrator.
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. Suspensions assigned by the teacher will be reviewed 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 shall be mailed to the parent(s). Students with a total of ten out of school suspension days will be required to appear for a Manifestation Determination Conference to review the behavior and generate possible educational alternatives. Any disciplinary action imposed by the student's former school of attendance will be enforced upon enrollment in the new school district.

Prohibited Student Conduct:

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device is prohibited. 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. 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.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
9. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
11. Engaging in teen dating violence.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
15. Being absent without a recognized excuse.
16. Being involved with any public school fraternity, sorority, or secret society.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an

attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply:

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

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

intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures:

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study provided the student's parent/guardian has been notified.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal Punishment:

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force (i.e. Non-violent physical crisis intervention) as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition:

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school, Tri-County Special Education Joint Agreement shall recommend to the home district expulsion for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the home school districts superintendent, and the home school districts superintendent's determination may be modified by the board on a case-by-case basis.

In addition to school consequences, law enforcement will be notified.

Gang & Gang Activity Prohibited:

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit

any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Handshakes and any suspected activity may be viewed on the camera for further proof. If graffiti is observed, the artifact will be confiscated, and/or photographic documentation will be obtained. Consequences will be determined by school administration.

Re-Engagement of Returning Students:

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

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.

Bus Conduct:

Home districts provide transportation of students to Tri-County programs. The procedures, rules, and policies associated with transportation lies with the home school district. Tri-County staff, in conjunction with the home school district, will enforce any rule associated with student transportation. Security cameras may be used during the operation of the bus. Inappropriate behavior on the bus can result in consequences, including up to 10 days bus suspension. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Safe and Drug Free Environment:

Tri-County is committed to maintaining an educational environment that is safe and free from illegal drugs for students and staff. This is addressed through violence prevention and drug prevention curricula.

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. Parents should notify the office in writing of any absences associated with religious observances. With proper notification, these absences will be excused. Please see the program information page 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 Regional Office of Education's Truancy Division.

If a student's absence is excused he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Curriculum:

Tri-County uses research-based instructional methods and materials. Classroom materials will likely vary from the materials used in the home school. However, in some cases, materials from the home school district may be used.

Exemption from PE Requirement

A student who is eligible for special education may be excused from Physical Education courses in either of the following situations:

He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Suicide and Depression Awareness and Prevention:

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Distribution of Non-School-Sponsored Publications:

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

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 or inappropriate subject matter are strictly forbidden.

- ◆ 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.

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.

Piercings on student bodies must adhere to safety requirements in Tri-County buildings. The appropriateness of student piercings will be left to the discretion of the school administrator.

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.

Driving to School:

No student is allowed to drive to school unless part of an approved work program and the building principal has given permission. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, loss of driving privileges and/or suspension.

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. Please contact your student's home school district for extra-curricular activity guidelines.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

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. In some cases, students may be awarded a certificate of completion from the home school district. Participation in home district ceremonies is subject to the home school's policy. Please contact the home school's Principal with any questions.

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/herself, 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.
- A student leaves the school premises without permission.

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.

Meals:

Breakfast and lunch are served at the school. Tri-County schools have a school lunch and breakfast program called the Community Eligibility Option. All enrolled students are eligible to receive a healthy breakfast and lunch at no charge. Students must arrive at the school's start time in order to receive a school breakfast. Parents are NOT required to complete Eligibility Applications. Campus is closed. As a result, students must either order a school lunch or bring a sack lunch. Parents are encouraged to pack a nutritional lunch for their child if the school lunch is not chosen. Soda is not permitted at school meals except with administrative approval.

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 a 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.

**Medication sent to school should not exceed a one (1) month supply.*

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and 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 or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to 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 auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

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 may 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 Joint 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 progress in order to 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 progress in order to determine student readiness.

When the student has met the criteria, the principal will begin to contact individuals in the home school to meet to discuss the student's progress. 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. Transportation availability will also determine integration time. 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 TCSE School Principal, Social Worker 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 behalf 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.

School Calendars:

Students and bus transportation will follow the school calendar of the district in which the Tri-County program is located. It may differ from the home district that the student originates.

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 Ward School follows Du Quoin #300 school schedule

Tri-County South at Dewey follows Anna #37 school schedule

Tri-County Center and Education Annex follow Murphysboro Dist. 186

School Visitor Policy:

All visitors to the Tri-County Special Education Program are required to sign in at the office upon arriving at the school and obtain a Visitor's badge. 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. Visitors are expected to follow school dress code. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him/herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. Visitors are reminded that smoking is prohibited on school property.

Search and Seizure of Student and Property:

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.

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 and Equipment as well as Personal Effects Left There by Students

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.

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.

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.

Security Cameras:

Security cameras may be used on Tri-County premises and/or district busses 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. Cameras will not be placed in areas where students and staff could reasonably expect complete privacy, such as restrooms and private offices.

Service Animals:

Service animals are sometimes utilized to assist students in their educational programming. Advance notification is needed in order for any service animal to be brought to school facilities. Parents will need to discuss with the building administrator the service that the animal will provide, assurance that training for the animal has been given, and identification of who is the animal handler. Other issues such as liability and expectations for the care of the animal will also be reviewed. Please contact the building administrator and Tri-County Special Education policies and procedures for more information.

Social Networking:

Social networking is not appropriate in an education setting. Social networking is not allowed on Tri-County school computers and personal devices. Regardless of location, inappropriate comments on social network sites regarding other students, school staff, or the school itself may be subject to disciplinary action. School officials may conduct an investigation 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.

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 the ISBE's Illinois State Learning Standards) will be presented to students at Tri-County Special Education Programs.

Any tobacco products, lighters, matches or e-cigarettes 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.

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.

-Tri-County has a policy that prevents segregation or stigmatization of students who are homeless.

MEDICAL INFORMATION

Students with Food Allergies:

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section

504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Communicable Diseases:

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Care of Students with Diabetes:

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.

- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact the Building Principal or TAS.

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. The final decision regarding exclusion from school will be based on potential threat to other students and staff. 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.

Insurance:

Insurance is not offered by the Tri-County programs. 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.

Invasive Exams:

In the event that the school nurse needs to examine a student for a medical concern as a condition for attendance, the parent will be notified and will have an opportunity to object in advance by contacting the school administrator.

REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year to the home school district prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days

following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination:

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination:

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions:

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

If your student is in need of any of the requirements listed below, you should have already been notified. Call Anita Powers 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 Tri-County programs will have 45 days to complete the requirements.

Vision and Hearing Screenings:

All students receiving special education services will receive a vision and hearing screening during each school year. More information is provided in the enrollment packet given at the beginning of the school year.

Vision and Hearing State Schools:

In the case where a student would require special services to address significant hearing and/or vision concerns, the state of Illinois has the Illinois School for the Deaf and the Illinois School for the Visually Impaired. Please contact administration for eligibility and contact information.

NONDISCRIMINATION POLICIES

Tri-County promotes policies that prevent discrimination on the basis of color, race, nationality, religion, sex, sexual orientation, ancestry, age, marital status, physical or mental disability, immigration status, gender identity, order of protection status, military status, and/or status of being homeless. Tri-County has policies addressing sexual harassment and sex equity with the respective grievance procedures in the policy manual. The Nondiscrimination Coordinator associated with handling procedures arising from complaints of illegal discrimination or sexual harassment is Staci Hood located at TC Ward School 618-542-5954. The Complaint Managers are: Mike Reel and Zeppelyn Brewer, both located at TC Central, 618-684-2109.

NOTICES TO PARENTS AND/OR STUDENTS

Animals on School Property:

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Asbestos Management:

Tri-County Special Education Joint 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.

Disability Accommodations:

Tri-County will provide reasonable accommodations for parents or IEP participants with disabilities. Any person with a disability should contact Tri-County administration for accommodations before attending an IEP meeting, parent conference, board meeting, or school program. Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify a Tri-County administrator if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Home District Notifications:

Many notifications required by law will be found in the student handbook from the home school district. Please refer to these notifications regarding areas such as school fee waiver, availability of supplemental services, Title I, English Language Learner services, school choice, birth certificates, free and reduced lunch, alternative learning opportunities, etc. English Language Learner services, school choice, birth certificates, free and reduced lunch, alternative learning opportunities, etc.

Parental Right to Know Notice:

Parents may request their child's teachers' qualifications. In addition, parents will be contacted by the school if their children are being taught for four or more consecutive weeks by a teacher who is not highly qualified. Finally, parents will be provided their children's achievement levels from state testing by the home school district.

Pesticide Application:

Parents shall be contacted at least four days before the application of pesticides in the building. Parental concerns or questions should be directed to the building administrator.

Requests from Military or Institutions of Higher Learning:

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Safety Drill Procedures and Conduct:

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

School Visitation:

By law, parents that attend meetings at the school's request are afforded leave time by their employers. Please review with your employer the details of this law and its procedures. Tri-County will provide any needed documentation of your attendance at any requested meeting.

Sex Education Instruction:

Students will not be required to take or participate in any class or course in comprehensive sex education 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.

Sex Offender and Violent Offender Listing:

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:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

Student Information Disclosures:

Tri-County does not disclose personal information to outside sources without parental notification and/or consent.

Student Records:

Parents and students rights to student records are covered by the *Illinois School Student Records Act* and the *Family Educational Rights and Privacy Act*. Tri-County has a records custodian responsible for the safe keeping of all special educational records. Access to records is limited and strict procedures are followed. You may contact the Records Custodian by calling 618-684-2109.

Survey Notice:

Parents have the right to inspect all materials associated with the survey, analysis, or evaluation of any program. Personal information regarding students will not be released to outside parties without proper parental release.

Treats & Snacks:

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

TRI-COUNTY CREDIT RECOVERY PROGRAM

The PLATO Credit Recovery program is an online, course-specific, skill based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit.

Eligibility

1. Students enrolled in a public high school must be referred by the school administration, in conjunction with the guidance counselor. Students will be screened for suitability for the program based on their willingness to participate and their potential for success.
2. The following criteria will be considered:
 - a. Grade classification
 - b. Transcript/Credit Status
 - c. Attendance
 - d. Discipline
 - e. Administrative Discretion

Credit Recovery Operation

1. The credit recovery program will operate outside of the normal school hours.
2. The credit recovery program will be supervised by one teacher and one support staff member.
3. The credit recover program may be limited by the availability of space, teachers, or appropriate computer-based content for specific courses.

Application Process

1. Each student will be required to complete the Credit Recovery application packet. These forms must be submitted to their building principal.

2. A meeting with the building principal at the credit recovery site must be held prior to the start of the program. Parents must be present.

Attendance Policy

1. Students are expected to be in attendance until credit is recovered. Students may be allowed 5 absences. If the absence limit is exceeded, the student will be withdrawn from the program.
2. Parents are required to provide transportation for their student.

Student Failure or Removal from Credit Program

1. Students may be dismissed from the program at any time due to serious or repeated misbehavior, failure to follow attendance requirements, or failure to make adequate progress towards remediation requirements.

Instruction

1. Instruction will be delivered through a computer-based instructional program. The credit recovery program will be supervised at all times.
2. Credit recovery staff will receive training pertaining to effective course organization and operational management of the applicable computer-based software program.
3. Students will be required to pass the post-test with 60% mastery for the course to receive credit. In the event the student has not mastered the post-test requirements, he/she may have the option to repeat the credit recovery post-test within the semester at the principal's discretion.

TCSE School Medication Authorization Form (Pg 1 of 2):

To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the School Nurse's office or, in the absence of a School Nurse, the Building Principal's office.

Student's Name: _____ Birth Date: _____

Address: _____

Home Phone: _____ Emergency Phone: _____

School: _____ Grade: _____ Teacher: _____

To be completed by the student's physician, physician assistant, or advanced practice RN (NOTE: for asthma inhalers only, use the "Asthma Inhalers" section on following page):

Physician's Printed Name: _____

Office Address: _____

Office Phone: _____ Emergency Phone: _____

Medication Name: _____

Purpose: _____

Dosage: _____ Frequency: _____

Time medication is to be administered or under what circumstances: _____

Prescription Date: _____ Order Date: _____ Discontinuation Date: _____

Diagnosis requiring medication: _____

Is it necessary for this medication to be administered during the school day? Yes No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving: _____

Physician's signature

Date

TCSE School Medication Authorization Form (Pg 2 of 2):

Asthma Inhalers

Parent(s)/Guardian(s) please attach prescription label here:

For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:

I authorize the School District and its employees and agents, to allow y child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school (2) while at a school- sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardians(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto injector(105ILCS 5/22-30).

If you agree please initial: _____
Parent/Guardian

For all parents/guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration medications to my child to permed by an individual other than a school nurse and specifically consent to such practices, and

I agree to 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 the administration or the child’s self-administration of medication.

Parent/Guardian printed name:

Address (if different from Student’s above):

Phone: _____ ***Emergency Phone:*** _____

Parent/Guardian signature

Date

Tri-County Special Education Joint Agreement
Jackson, Perry & Union Counties
1725 Shomaker Drive, Murphysboro, Illinois 62966
Phone: 618-684-2109 FAX: 618-687-1638
Ms. Jan Percy, 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.)

TCSE ACCEPTABLE COMPUTER USAGE 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.

Date (MM-DD-YYYY)

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.

Date (MM-DD-YYYY)

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

Parent/Guardian(s) Signature(s)

Student Name (Please Print)

Student Signature

PARENT AND STUDENT HANDBOOK AGREEMENT PAGE:

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of Tri-County Special Education Joint Agreement rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook

Signature of Parent or Guardian Date

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

Signature of Student Date

(Please remove, sign, and return to school staff)