

Regional Alternative Education Services

Parent/Student Handbook

East Campus

235 East Main Street
Galesburg Il, 61401
309-345-0101
Hours 7:30am- 3:30pm

West Campus

105 N. E Street
Monmouth, IL 61462
309-734-3818
Hours 7:30am- 3:30pm

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Chapter 1: Introductory Information and General Conduct

Mission Statement

The mission of RAES is to provide students with a safe and positive learning environment that individualizes student progress and encourages students to identify their personal and academic goals that will allow them to be successful in the future.

Core Beliefs

- *At RAES, we believe that relationships are the foundations of educational and social success.*
- *At RAES, we commit to provide a healthy environment that will allow all to grow academically, mentally, and socially.*
- *At RAES, we strive to provide a safe environment that empowers students to believe in themselves and work hard to achieve their goals.*
- *At RAES, we believe in YOU!*

2021/2022 School Calendar

- Tuesday, August 17, 2021 - Official First Day of School
- Monday, September 6, 2021 - Labor Day - No School
- Monday, October 11, 2021 - Columbus Day - No School
- Thursday, November 11, 2021 -Veteran's Day - No school
- Wed, Thurs & Fri, November 24, 25 & 26, 2021- Thanksgiving Break - No School
- Monday, December 20, 2021 - Monday, January 3, 2022 - Winter Break - No School
- Tuesday, January 4, 2022 - School resumes
- Monday, January 17, 2022 - Observance of Martin Luther King's Birthday - No School
- Monday, February 21, 2022 - Observance of Presidents Day - No School
- Thursday, March 3 & Friday, March 4, 2022 – Teacher's Institute – No School
- Friday, April 15 and Monday, April 18, 2022 -Spring Break - No School

Regional Office of Education and Regional Alternative Education Services

The Regional Office of Education #33 is composed of Knox, Henderson, Mercer, and Warren Counties and serves all school districts within those county bodies. The Regional Office of Education #33 provides a Regional Safe-School Program(RSSP) and Truants' Alternative Optional Education Program(TAOEP) through the Regional Alternative Education Services(RAES). This program is designed to serve our local school districts as an alternative education program for the students that reside in Knox, Henderson, Mercer, and Warren counties and are enrolled in the school districts within those boundaries.

The counties of Knox, Henderson, Mercer and Warren have elected the following person:

Mrs. Jodi Scott, Regional Superintendent

The Regional Superintendent has hired the following people:

Mrs. Lori Loving, Assistant Regional Superintendent

Mr. Joseph McQueen, RAES Principal/Director

Responsibilities of the Parent/Guardian

The following are expectations of parents set by the RAES administration and staff:

- Cooperation by parents/guardians is a necessary factor for schoolwork to be meaningful.
- It is important for parents to support the teacher and to instill in the child an attitude that schoolwork is an important and necessary part of the learning process.
- Contact the office to set an appointment with the teacher whenever any concerns arise about their child's education at 309-734-3138.
- Parents must make certain their child attends school daily and on time. School hours are from 8:30 am to 2:00 pm Monday – Friday.
- Parents must attend all required scheduled meetings including Parent/teacher conferences.
- Parents must be available and communicate on a regular basis with RAES staff.
- Parents must be available to provide transportation when his/her student needs to be removed from the school.
- Any change of address or phone number must be reported immediately to the school. Contact Melinda Whiteman at our regional office 309-734-3138
- Parents bear the financial responsibility if his/her child damages school property, including but not limited to computers.

Registration Procedures

School District Referrals: All Students are required to register at their home school district, as they remain legal students of the School. The registration includes the following steps:

- Proof of compliance with state health requirements
 - Proof of residency
 - Completion of emergency cards
 - Payment of school fees, if any
- *Only properly registered students will be enrolled in RAES*

Process for Enrollment in RAES

RAES is a service provided to the schools that are a part of the Regional Office of Education #33 boundaries. All referrals for enrollment to RAES must be submitted by the home school district of the student that is being referred. Referrals from family members and/or guardians will not be taken. When the home school district is considering referral,

the administrator from the home school district must make contact prior to the referral form being sent to justify an alternative placement.

The counselor or district administrator completes the online referral form and submits it to the principal and/or student service coordinator with transcripts and information about attendance, behavior, health related issues and any discipline received.

The student, parent/guardian, district counselor and/or administrator, along with a RAES staff member, and the RAES administrator, meet to explain the options available to the students and the benefits of the RAES Program.

A RAES school official will review the referral, and if it is determined the student is an appropriate candidate for the program, a conference will be scheduled with the student and parents/ guardians and home school district school officials. If it is determined that RAES is an appropriate program to meet the educational needs of the student, an academic schedule will be developed. If the student is not accepted, the District School will be notified by the RAES administrator, who will then contact the parent/guardian of the student.

Intake/Transition Procedure to RAES

Once the referral is made and it is determined that the best placement for the student is at RAES, the student and parent/guardian must participate in an intake process. The intake process at RAES is designed to better understand the student's needs and goals for their educational journey. Below is an outline of what the intake procedure looks like for the student and parent/guardian.

Day 1:

- Referral Meeting- Meeting with home school district officials, student, parent/guardian to determine placement. If determined that the student should attend RAES all necessary paperwork will be filled out.
- Family Interview – The RAES administrator and Assistant Director will interview the student and parent/guardian independently.
- A RAES site visit will be scheduled with the parent/guardian and the student.

Day 2

- The student and parent/guardian will meet all RAES staff and visit the campus in which the student will be attending.
- The student will TABE test
- The student will meet with RAES staff to learn school-wide expectations and procedures in place on campus.
- The student will work through SEL components necessary to understand their goal and purpose for attending RAES program.

Visitors

All visitors, including parents and siblings, are required to enter through the front door on Main Street of RAES East campus and the East entry of the RAES West Campus and proceed immediately to the main office. Visitors should have a valid form of photo identification and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. All visitors will be asked to fill out a “Visitor’s Disclosure” form (Appendix C). Approved visitors must take a guest badge identifying themselves as a visitor and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or 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.

School Volunteers

All school volunteers must complete the “Volunteer Information Form” (Appendix G) and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Emergency School Closings

In cases of inclement weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 7:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

RAES will always be mindful of the statuses of the districts that it serves. If your student’s home district should cancel due to bad weather and RAES remain open, it is advised that parents/guardians follow the home school district’s guidance. In the event that your student’s home school district determines the need for an early dismissal, transportation provided by the home school district will be adjusted to meet the transportation needs of your student, should they use the home school district transportation.

For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal.

For your convenience, the RAES administrator will use the mobile app Remind101 to send a message via email or text to all members of RAES to notify out the status of school closings and early dismissals. This may be found in Appendix E.

Video and Audio Monitoring

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline, or Title IX investigations when deemed appropriate. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Student with Food Allergies

State law requires school districts 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 at (309) 734-3818.

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 support so that your student can access his or her education as effectively as students without disabilities by the home school district.

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

Care of Student 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 program 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 RAES 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 at (309)734-3818.

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 RAES program.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on gender, sexual orientation, and gender identification be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a gender equity or equal opportunity concern should contact: Title IX Coordinator, Melinda Whiteman, 309-715-7311.

Chapter 2: Attendance, Promotion, and Graduation

Attendance Policy

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes,

have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Students' attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Student Absences

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

A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed armed services and has been called to duty or, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. Students can receive up to and no more than ten (10) notified excused absences. Upon the eleventh (11th) notified absences the parent or guardian will be required to submit proper documentation to RAES within 24 hours of the absence. Proper documentation of absences includes but are not limited to the following: physicians notes, court documentation, documentation from probation services, etc. All other documentation of absences will be reviewed by the principal for further determination.

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent/guardian is required to call the school at RAES East (309)345-0101/RAES West (309)734-3818 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Release Time for Religious Instruction and Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, RAES will take further action, including:

The truancy procedure for a Chronic Truant is as follows:

1st Step- Three (3) unexcused absences parent/student will receive an initial letter from RAES and a referral to the Regional Office of Education Truancy Intervention Staff.

2nd Step- Six (6) unexcused absences parent/student will receive second letter from RAES and a principal/administrator contact

3rd Step- Nine (9) unexcused absences, parent/student will receive truancy citation/ticket

4th Step- Twelve (12) unexcused absences, parent/student will receive third letter from RAES and a principal/administrator contact

5th Step- Fifteen (15) unexcused absences, parent/student will receive a summons to appear in front of the Truancy Review Board

6th Step- If chronic truancy continues and the Truancy Review Board recommendations are not followed a petition may be filed with the local state's attorney's office.

- This may result in a follow up meeting for school and family's to set up a referral meeting with RAES to determine eligibility and enrollment opportunities.

Tardies

Tardies result in a loss of instructional time for the student and are disruptive to the classroom. Students who arrive late must enter the classroom in a manner that does not disrupt learning. Students who are tardy may be required to make the time missed up the same day. Students may be required to stay after school for at least the same number of minutes as they were tardy that day. Students who are bussed may lose out on incentive activities to make up for time missed.

Notification Procedures

Parents/guardians will be notified of all unexcused absences of their students by a RAES school official.

Reporting of Student Progress

Reports will be sent home at the end of each quarter. Reports will be available to the parent/guardian and the Student's home school district. Every teacher will maintain an evaluation record for each student using the following guidelines:

Each student will be expected to successfully complete a minimum standard of academic progress for each week they are enrolled in the program. The minimum expectations for each course are outlined by the teacher, and these expectations will be communicated to the student on a weekly basis.

Testing and Assessment

The student testing and assessment program will adhere to the appropriate guidelines as established by the State of Illinois. Standardized tests (ISAT, PARCC, SAT, or any other state mandated test) will be administered to RAES students under the guidance and approval of the District School.

Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Notification must be given to the RAES Principal and home school principal prior to enrollment at RAES.

Early graduates must make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e. announcements, cap and gown rental, graduation practices, etc.).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

Graduation Requirement

All requirements for graduation will be set and approved by the student's home school district School. A Regional Office of Education #33 High School diploma will be awarded to students who have met the graduation requirements set forth by the Illinois State Board of Education and the Regional Office of Education 33.

Chapter 3: Student Fees and Meal Cost

RAES Fees

All students shall register with their home school district at the start of each school year. While the local school district pays book fees for students attending the learning site. Students are responsible to pay their home school district any and all fees as required by their local school districts. Waivers are available at the home school district offices.

School Lunch Program

Breakfast is served every school day from 7:45 a.m. to 8:15 a.m. Lunch is served every school day from 10:45 a.m. to 11:45 a.m. at RAES East and 11:00 a.m. to 12:00 p.m. at RAES West.

All RAES students are covered under The National School Lunch Program and School Breakfast Program that are funded by USDA and administered by ISBE. Free meals ensure access to nutritious meals and snacks for all RAES students.

Local Wellness Policies are a valuable tool in the promotion of student health and wellness through the National School Lunch Program and School Breakfast Program. Schools play an essential role in preparing students for successful futures, and proper nutrition and physical activity are key to creating constructivist learning environments. Local Wellness Policies provide guidance to further support schools efforts to provide students with a successful and healthy future. RAES permits and encourages public involvement in Local Wellness Policy development, implementation, updates and reviews. Anyone wishing to participate should contact RAES at 309-734-3818.

Chapter 4: Transportation

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student

is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The affiliated school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
- Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.

Bus Conduct

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.
- If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the home school or RAES administrator may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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.

Parking

Students may park their vehicles in the lot designated for student parking located at the North-East Galesburg Public Free Parking lot at RAES East campus and the gated lot located East of the RAES West campus between the hours of 7:45 a.m. and 2:30p.m. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

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, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct including a Title IX investigation. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Chapter 5: Health and Safety

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 prior to:

1. Entering the sixth and ninth grades; and
2. 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. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

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. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

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.

Student 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" (see Appendix D).

No Regional Office of Education #33 employees are certified to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess 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 Regional Office of Education #33 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 personnel. A student's parent/guardian must agree to indemnify and hold harmless the Regional Office of Education #33 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.

Student Services

RAES provides: guidance and counseling program for students. RAES Assistant Directors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of Assistant Directors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the RAES campuses in order to provide students and parents/guardians with information.

Safety Drill Procedures

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.

Communicable Disease

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

Parents are required to notify the school nurse if they suspect their child has a communicable disease.

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.

The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

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.

Head Lice

The school will observe the following procedures regarding head lice.

- Parents are required to notify the RAES administrative assistant if they suspect their child has head lice.
- Infested students will be sent home following notification of the parent or guardian.
- The school will provide written instructions to parents or guardians regarding appropriate treatment for the infestation.
- A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the RAES staff member or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Chapter 6: Discipline and Conduct

General Building Conduct

Students shall not arrive at school before 7:45 a.m. and classes begin at 8:30 a.m. and students are dismissed at 2:00 p.m. each day. The following rules shall apply. Failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering. Hooded shirts may be worn, but students may not wear the hood up when entering the school.
- Students shall not run, talk loudly or yell in the hallways, classroom, cafe, etc. nor shall they push, shove, hit, or engage in any physical altercation with others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, weapons, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.
- Cell phones are not permitted during school hours, unless given permission by the principal. If the cell phone is present during the school day, it will be taken from the student; given to the school secretary and stored until the end of the school day. The cell phone will be returned to the student at that time by the site secretary.

- In order to maintain order safety and security in the schools, RAES Staff are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. RAES Staff members will use a metal detector to “wand” the students upon entry to the school building. All students will participate in “wandering” to gain full access to the building.

School Dress Code & Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. No heels or open toed shoes
- Pajamas and bedroom slippers are not proper school attire
- If there is any doubt about dress and appearance, the building principal, or the Assistant Director will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

RAES Dress Code Guidelines

1. Jeans and pants that:
 - a. Must have belt loops, must be worn at the natural waistline
 - b. Pants must be of the appropriate size
 - c. All buttons and zippers must be in proper working order and must be used appropriately.
2. A long or short sleeved shirt.
 - a. The size must be appropriate
 - b. No inappropriate writing or symbols/emblems
 - c. Hood not worn during school hours
 - d. Should not expose midriff
3. No Hats, caps, hoods, or bandanas
4. No sunglasses
5. Students must wear appropriate shoes at all times, any clothing that is designed for sleeping or indoors only is not acceptable.

6. No student on or around school property or involved in a school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other items which are perceived evidence or membership or affiliation with any gang. This includes any jacket, coat, or hat which may be worn to school.
7. Appropriate clothing may be required at certain school activities.
8. For health reasons, only one set of clothing will be worn. Students are not to put another set of pants or a shirt under their school clothing.

Student Behavior

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 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 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 or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in

behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
4. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
 5. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
 6. Using or possessing an electronic paging device.
 7. Using or possessing a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
 8. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
 9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, or submit to a search.
 10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
 11. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of

- property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 13. Engaging in teen dating violence.
 14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 15. Entering school property or a school facility without proper authorization.
 16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
 17. Being absent without a recognized excuse.
 18. Being involved with any public school fraternity, sorority, or secret society.
 19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
 21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
 22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

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. Conduct Title IX investigation when appropriate.
4. Withholding of privileges.
5. Temporary removal from the classroom.
6. Return of property or restitution for lost, stolen or damaged property.
7. In-school suspension.
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. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. 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 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 shall be expelled 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 superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.

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.

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. 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.

Prevention of and Response to Bullying, Intimidation, and Harassment

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. 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.

Complaint Managers:

Joseph McQueen, RAES Principal
105 N. E Street
Monmouth, IL 61462
jmcqueen@roe33.net
(309)734-3818 ext.1020

Lori Loving, Assistant Superintendent
105 N. E Street
Monmouth, IL 61462
lloving@roe33.net
(309)734-6822

Title IX Complaints (sexually related complaints):

Melinda Whiteman, Title IX Coordinator
105 N. E. Street
Monmouth, IL 61462
mwhiteman@roe33.net
309-734-3818

A reprisal or retaliation against any person who reports an act of bullying, harassment, sexual misconduct of any kind is prohibited. A student's act of reprisal or retaliation will

be treated as bullying or harassment for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting any of the above mentioned actions or supplying information, even if the school's investigation concludes that no incident 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.

Sexual Harassment & Teen Dating Violence Prohibited

Sexual Harassment Prohibited

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

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

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

Teen Dating Violence Prohibited

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the Title IX Coordinator. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any form of retaliation against any person who reports an act of harassment, sexual misconduct of any kind is prohibited. A student's act of revenge or retaliation will be treated as bullying or harassment for purposes of determining any consequences or other appropriate corrective actions
Title IX Complaints (sexually related harassment):

Melinda Whiteman, Title IX Coordinator
105 N. E. Street
Monmouth, IL 61462
mwhiteman@roe33.net
309-734-3818

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

Access to Student Social Networking Passwords & Websites

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.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop

computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.¹

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or any dissemination of private sexual images (i.e., sexting).

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

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. An office discipline referral will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. An office discipline referral will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned an office discipline referral and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

All Title IX complaints will be subject to investigation in accordance with State and National Title IX laws and regulations.

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.

Chapter 7: Internet and Technology

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with RAES's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;

12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.
14. Using the network to gain access to unauthorized social media websites (Facebook, Instagram, Twitter, etc.).

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties – RAES and the Regional Office of Education #33 make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification – The user agrees to indemnify RAES and Regional Office of Education #33 for any losses, costs, or damages, including reasonable attorney fees, incurred by the RAES or Regional Office of Education #33 relating to, or arising out of, any violation of these procedures.

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

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

Use of Email – The Regional Office of Education's email system, and its constituent software, hardware, and data files, are owned and controlled by the Regional Office of

Education #33. The Regional Office of Education #33 provides email to aid students as an education tool.

1. The Regional Office of Education #33 reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the Regional Office of Education #33's Internet gateway carries with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the Regional Office of Education #33. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and Regional Office of Education #33. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the building administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the Regional Office of Education #33's email system constitutes consent to these regulations.

Chapter 8: Search and Seizure

Hand-Held Metal Detector "Wanding", Search, and Seizure

In order to maintain order safety and security in the schools, RAES Staff are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. RAES Staff members will use a metal detector to "wand" the students upon entry to the school building. All students will participate in "wanding" to gain full access to the building.

School Property and Equipment as well as Personal Effects Left There by Students

RAES staff may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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 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. 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.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school 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.

Chapter 9: Special Education

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

Home school districts are required to have a pre conference with RAES administration if the student being referred has been provided an individualized education plan(IEP). All referrals made by the home school district of students with IEPs will be considered on a case-by-case analysis. Parents/guardians or students will have to submit a release of information to home school districts to share the specifics of the IEP with RAES administration in order to seek placement at RAES. Parents/guardians, students, and home school districts may be notified that placement at RAES may not be considered after review of all information presented by the home school district. Should a student be granted the opportunity at RAES, all services stipulated in the IEP will be provided by the home school district.

Chapter 10: Student Records and Privacy

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian has consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

Chapter 11: Parental/Guardian Rights Notification

Staffing

The classrooms are staffed with teachers and/or properly certified instructors who will work with each student to help him/her be successful. This requires the student and teacher to actively interact when having difficulty mastering a specific skill or unit. The teacher's primary goals are to create an environment that promotes learning, safety, and respect.

Edgenuity

Edgenuity is an online curriculum that allows students to receive a high quality education at their own pace. Due to the rigorous structure and alignment to standards of the Edgenuity program, we are fortunate to be able to offer a high school diploma for the completion of required credits. RAES also offers classroom instructors to guide students through the online program as they may need guidance in completing coursework. To maintain this privilege students are expected to utilize the program the way it is intended.

Standardized Testing

All students may be asked to participate in state standardized testing. RAES and the home school district will plan for proper access to the testing. In many cases, this will mean return to the home school district during the testing window/dates in order to participate. In the event a student is not able to return to the home school district, the home school district must make other accommodations to meet the testing needs of the student.

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.

Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services

Violent Offender Community Notification

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/>.

Appendix A



HENDERSON, KNOX, MERCER AND WARREN COUNTIES

RAES STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

2021-2022

I have received a copy of the RAES Parent/Student Handbook which includes the Internet/Network Agreement. Furthermore, I understand that I will be held accountable for compliance with all rules and regulations within 72 hours of my signature below, so that with respect to obtaining a copy of the handbook or reading it online, time is of the essence. I understand that the Student/Parent Handbook and Regional Office of Education #33 policies may be amended during the year upon Regional Superintendent approval and that such changes are available on the ROE #33 website or in the building offices. I understand that my failure to return this acknowledgement is and pledge will not relieve me from being responsible for knowing or complying with School and ROE #33 rules, policies, and procedures.

Student's Signature

Date

Parent's Signature

Date

Appendix B



RAES STUDENT CONTRACT OF UNDERSTANDING AND COMMITMENT Regional Alternative Education Services

2021-2022

Attendance:

A successful student will attend all required classes, regularly and on time. Students are allowed to enter school between 7:45 and 8:30. A parent/ guardian will be called each day that a student is absent. Students who miss more than **3 days** of school in a semester will be subject to truancy policies and procedures.

Dress Code:

Research has indicated that students tend to act in a manner similar to their appearance. Therefore, it is the policy of this school to require students to dress appropriately to enhance a positive learning environment in the building and all school activities. Guidelines would direct students to wear clothing which would avoid extremism and/or distractions to the educational process. Therefore, RAES is requiring the following dress code:

Dress Codes and Appearance must adhere to Handbook.

1. Jeans and pants that:
 - i. Must have belt loops, must be worn at the natural waistline
 - ii. Pants must be of the appropriate size
 - iii. All buttons and zippers must be in proper working order and must be used appropriately.
2. A long or short sleeved shirt.
 - i. The size must be appropriate
 - ii. No inappropriate writing or symbols/emblems
 - iii. Hood not worn during school hours
3. No Hats, caps, hoods, or bandanas
4. No sunglasses
5. No student on or around school property or involved in a school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge,

symbol, sign or other items which are perceived evidence or membership or affiliation with any gang. This includes any jacket, coat, or hat which may be worn to school.

6. Appropriate clothing may be required at certain school activities.
7. For health reasons, only one set of clothing will be worn. Students are not to put another set of pants or a shirt under their school clothing.

The staff reserves the right to determine whether an article of clothing or other item is inappropriate to be worn at school.

Prohibited Items:

Included but not limited to: tobacco products, e-cig, e-cig products, lighters, anything gang related, knives, fireworks, razors, chains, tools, and any other object that may be used to threaten or inflict bodily injury to another person.

Cell Phones:

It is the student's responsibility to properly turn in cell phone(s) with staff. Any student sneaking or attempting to sneak a phone into the building will be subject to progressive discipline and may be confiscated.

Program Rules:

1. Follow directions: Students are required to comply with teachers' and other staff's directions.
2. Keep hands to self: Students are required to keep their hands, feet, and objects to themselves.
3. Follow classroom routines: Students are required to follow all school and classroom routines.
4. Use of appropriate communication: Students are required to use appropriate tone, volume, topics, and language on campus.

I understand the above rules and agree to abide by them. I will accept the consequences if I choose to break any of the above rules or those contained in the student handbook. I have received and read the RAES student handbook. I agree and abide by the guidelines set forth.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Appendix C



RAES PARENT CONTRACT OF UNDERSTANDING AND COMMITMENT
Regional Alternative Education Services

2021-2022

I grant approval for my student to be enrolled in the RAES Program and I will cooperate in any way I can to see that his/her attitude, attendance, and grades improve. I will provide encouragement for academic and behavioral progress. I have received and read the school's handbook and understand what is expected of my student and myself. I also understand and agree to the following:

- ❖ Cooperation by parents/guardians is a necessary factor for schoolwork to be meaningful.
- ❖ It is important for parents to support the teacher and to instill in the child an attitude that schoolwork is an important and necessary part of the learning process.
- ❖ Contact the office to set an appointment with the teacher whenever any concerns arise about their child's education.
- ❖ Parents must make certain their child attends school daily and on time.
- ❖ Parents must attend all required scheduled meetings including Parent/teacher conferences.
- ❖ Parents must be available and communicate on a regular basis with RAES staff.
- ❖ Parents must be available to provide transportation when his/her student needs to be removed from the school.
- ❖ Any change of address or phone number must be reported immediately to the school.
- ❖ Parents bear the financial responsibility if his/her child damages school property, including but not limited to computers.
- ❖ Attendance at RAES is an agreement between the home school district, family, and RAES. My student's attendance at RAES may be revoked at any time if the home school district and RAES agree to the terms of dismissal.

I understand the above rules and agree to abide by them. I will accept the consequences if my student breaks the rules set forth by the student handbook. I have received and read the RAES student handbook. I agree and abide by the guidelines set forth.

Parent Signature: _____ Date: _____

Appendix D



Visitor,

Welcome to the Regional Alternative Education Services(RAES) program, provided by the Regional Office of Education #33. We would like to thank you for taking the time to come and visit our program. Please keep social interactions with students a minimum while you are volunteering in our classrooms. We encourage communication between faculty and parents/guardians, please be sure to ask the teacher in what ways you can help in the classroom. Our priority at RAES is to provide a safe and healthy environment while students are in attendance. Please do not take any photographs, videos, or recordings of the classrooms. Thank you for donating your time to our program. We look forward to building strong relationships with the communities we serve.

Thank You,
Mr. Joseph McQueen
RAES Principal/Director

Visitor Signature: _____ Date: _____

Appendix E



**Student Medication Authorization Form
2021-2022**

To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school secretary's or building principal's office.

Student's Name: _____ Birth Date: ____/____/____

Address: _____

Home Phone: _____ Emergency Phone: _____

School: _____ Grade: JH or HS

To be completed by the student's physician, physician assistant with prescriptive authority or advanced practice RN with prescriptive authority (Note: for asthma inhalers only, use the Asthma Inhalers section below):

Prescriber'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: _____

Prescriber's signature: _____ Date: _____

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 RAES and its employees and agents, to allow my child self-carry and self-administer his or her asthma medication and/or 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 RAES to inform parent(s)/guardian(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-carry and self-administration of asthma medication or epinephrine auto-injector. 105 ILCS 5/22-30.

Please initially indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.

Parent/Guardian initials

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 RAES and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of RAES), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine auto-injectors or opioid antagonists to my child when there is a good faith belief that my child is having an anaphylactic reaction or opioid overdose, whether such reactions are known to me or not. 105 ILCS 5/22-30, amended by P.A. 99-480. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school official and specifically consent to such practices, and

I agree to indemnify and hold harmless RAES 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

Appendix F



RAES 2021-2022 Agreements

Counseling/Social Work Acknowledgement

I acknowledge that my student will meet with the Assistant Director a minimum of one time at the onset of his/her enrollment to the Regional Office of Education’s RAES program. I understand that my child may voluntarily visit with the Assistant Director as part of program goals. I understand that my student may be required to meet with the Assistant Director to meet program goals.

Parent/guardian Signature: _____ Date: _____

Consent to Release of Information

Student Name: _____ Date of Birth: _____

I give consent for Regional Office of Education #33 RAES program and my child’s home school district to release information to each other regarding the above-named student. Shared information should thus benefit the student’s education.

Parent/Guardian Signature: _____ Date: _____

Bullying, Intimidation or Harassment

Bullying, intimidation or harassment of any kind on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics is prohibited.

I have read the policy provided and, in the handbook, will adhere to the “no-bullying, intimidation or harassment” policy.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Media

The Regional Office of Education #33 RAES Program provides area newspapers/media with information regarding schools. Regional Office of Education #33 and RAES hosts several internet and social media sites. At various times, your student's may be included in pictures or articles featuring the school and activities. I hereby give permission for my student (named above) to be photographed or interviewed by the newspaper/TV/media and to have his/her image used as part of the internet sites administered by the Regional Office of Education #33.

Parent Signature: _____ Date: _____

Internet/Acceptable Use Policy (AUP)

I understand and will abide by the AUP presented in the handbook. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal actions may be taken. In consideration for using Regional Office Of Education #33's internet connection and having access to public networks, I hereby release the Regional Office of Education #33's employees and agents from any claim and damages arising from my use.

Student Signature: _____ Date: _____

I have read the AUP. I understand that access is designated for educational purposes only and that Regional Office of Education #33 has taken precautions to eliminate controversial material. However, I also recognize that it is impossible for Regional Office of Education #33 to restrict access to all controversial and inappropriate materials. I will hold harmless the Regional Office of Education #33 and its employees and agents for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in the school setting. I have discussed the terms of the AUP with my student. I hereby request that my child be allowed to access the Regional Office of Education #33's internet.

Parent/Guardian Signature: _____ Date: _____

Transportation

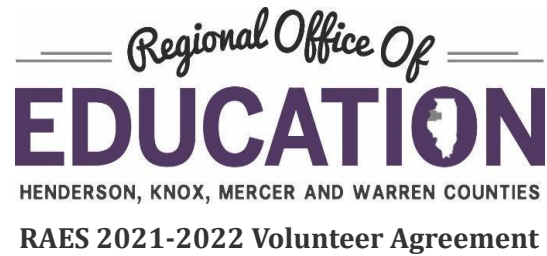
RAES needs to know the regular arrangements for a student to be transported to and from RAES East/West Campus. This enables RAES to monitor the availability of student transportation.

Student will be transported by: School district Private transport (Circle one)

During the school year the students at RAES East/West Campus may take field trips both in town and out of town. By signing this form you will be giving us permission to take your child on the field trips throughout the school year. If there are any restrictions or anything you think we should know, please include that information on the note lines below.

I give RAES Alternative School my permission to take _____
on field trips throughout the school year and will not hold RAES responsible for any accidents.

Date: _____ Signature: _____



Thank you for expressing an interest in volunteering at RAES ROE#33. Students, teachers, staff, parents, and the community benefit from the work of individuals like you who freely share their talents, time and resources. We also know that as a volunteer, you too will be rewarded. One hour, one day a week, one day on a special project or a field trip-your efforts make a difference for students.

Please be sure to carefully read the Volunteer Information and Guidelines included with this packet. These guidelines have been established for the safety of both students and volunteers. Upon completion, simply fill out the attached form and submit it to the school office. ***Please note, the completed form must be submitted to the office for approval prior to volunteering. There is also a fingerprint and background check that must be completed prior to volunteering. This will be at the volunteer's expense.***

Volunteer Process

To help ensure the safety of all RAES ROE#33 students, all volunteers, including field trip chaperones will be required to provide a valid driver's license, state-issued ID, or military ID upon entry into the building. Any person that cannot provide one of these forms of ID must contact the office 24 hours in advance of the planned visit. Once check in is successfully completed a badge will be provided to identify that the volunteer has been approved for the school day.

Volunteer Procedures

- Always report to the main office first to sign in and get a volunteer badge. No visitor to the campus will be allowed past the school office without approved volunteer status and badge.
- Wear an identification badge provided by the school while participating in volunteer activities. (Please note that if you do not return your badge to the office as you check out, you will not be able to volunteer again until you do so.)
- Upon departure, make a final stop in the main office to sign out and return the volunteer badge.
- Adhere to the RAES ROE#33 volunteer guidelines

Volunteer Guidelines

Appearance

A volunteer should always dress appropriately, remembering that he/she is setting an example for the students.

Siblings

Please remember that when you volunteer or visit your child, you may not bring siblings with you.

Lunch with Child Procedures

Please remember that you may come and eat lunch with your child. Also, should you bring anything with nuts in it for your child to eat, or something that was made in a factory where products with nuts are made, you will be asked to avoid the nut free side of the cafeteria.

Child Neglect and Abuse Reporting

If a student discloses that they are in a dangerous situation or if you have reason to suspect neglect/abuse, please report this immediately and privately to the principal.

Confidentiality

As you work with staff and students, remember that the problems, abilities, relationships and confidences of students, their parents, and staff should never be discussed with anyone other than a professional staff member of our school district.

Behavioral Intervention

The school and each classroom have an established discipline policy. Please talk with the teacher to see how you can fit into and support the program. When issues arise concerning appropriate student behavior, your responsibility is to call such matters to the attention of the teacher or other supervising school personnel and to support students by encouraging them to make good choices and demonstrate appropriate behavior. We appreciate your efforts and help.

Emergency Drills

If you are present during a drill, follow the lead of the nearest faculty or staff member.

Helping the Teacher and Class

Parent/Guardian volunteers work under the direction of the classroom teacher or office staff member who defines the volunteer's duties and expectations. When serving as a classroom volunteer, the teacher(s) will work with you to create a volunteer schedule.

All volunteers work under supervised conditions only.

When working in the building, please adhere to the volunteer schedule and try to keep your role as volunteer and parent separate. If your child has a problem, let your child work out the problem with others and the teacher through established classroom routines and procedures. If you need to speak with a teacher about a situation involving your child, please make arrangements to do so at a time agreed upon with the teacher that does not interrupt instructional time.

Impartiality

A volunteer shall favor no one side or party more than another in all school situations.

Names and Labels

Every student brings to school his or her own specific skills and abilities and grows and learns at his/her own pace. Please do not make value judgments or label the abilities of any child. Please be careful not to compare your child to another in the class as they are all unique individuals.

Objectivity

A volunteer should not let personal feelings enter into his/her work as a volunteer.

Respect for Authority

A volunteer shall respect the authority of all school personnel. If you have a problem, issue or disagreement, please bring it to the principal's attention privately at an appropriate time.

Safe Touch Area

Handshakes and high fives are considered appropriate friendly touches. Never touch a child in anger. If a student is unruly or disrespectful, refer him/her to the classroom teacher. **School**

personnel are mandated reporters. Should a child be touched inappropriately by a volunteer, the school district is obligated to file a report with the Department of Children and Family Services, and/or initiate a TitleIX investigation.

Safe Verbal Communication

Let your conversation demonstrate respect for others and yourself. Avoid language that may be perceived as discriminatory, sexist or offensive.

Tobacco Products, Drugs and Alcohol

Volunteers are prohibited from using or being under the influence of tobacco products, drugs, or alcohol.

The school district reserves the right to deny a volunteer admittance into our school for any reason should we have a concern regarding staff or student safety. In addition, it may contact the local law enforcement should a volunteer pose a danger to himself/herself or others associated in any way with the district.

We want your volunteer time at RAES ROE#33 to be an enjoyable and rewarding experience. If you have any questions or concerns, please contact the principal.

Thank you for joining us in this educational partnership!

The RAES ROE#33 Staff

Contact- RAES ROE#33 Principal, Joseph McQueen, jmcqueen@roe33.net 309-734-8388



RAES ROE#33 Volunteer Sign-Up Sheet

Please return this sheet to the school office.

Name: _____ Birth Date: _____

Phone #: (H) _____ (C) _____ E-mail: _____

Address: _____

Do you have any medical conditions that we should be aware of _____ Yes _____ No
 while you are working as a volunteer in the school district?

Explain:

Student's Name	Grade	Teacher/Location

Waiver of Liability

The School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgement that they are providing volunteer service at their own risk.

By your signature below:

- 1. You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.*

2. *You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind arising out of the volunteer's supervised or unsupervised service to the School District, agree to waive any and all claims against the School District, or its officers, Board Members, employees, agents, or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.*

I have read the volunteer guidelines, understand their purpose, and agree to abide by them as a volunteer at RAES. I understand that volunteer privileges may be revoked should I choose not to abide by any of these guidelines. I am aware that a background check and administrative approval must be granted prior to participating in volunteer services.

Signature: _____ Date: _____

For Office Use Only

Date Application Received: _____

Name: _____

Thank you! Thank you! Thank you!

It is only because of the volunteer efforts by so many people that we are able to provide these opportunities and events.

If at any time you have any questions, please call:

Joseph McQueen, Principal, RAES, ROE#33

jmcqueen@roe33.net 309-734-8388

Please return the completed form to the school office. If you do not receive feedback regarding your volunteer status within six weeks of submitting your paperwork, please contact the building principal at 309-734-8388