



Regional Alternative Education Services

Student Handbook

932 Harrison St
Galesburg, IL 61401
Phone: 309-832-4490
Fax: 309-345-0172
Hours: 7:30AM - 3:30PM

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Chapter 1: Introductory Information and General Conduct

Mission Statement

We will RAES kids up and support the whole individual by removing barriers through commitment, connection, and consistency.

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!

2024/2025 School Calendar

School Holidays & SIP Days

- Students' First Day of Attendance - Monday, August 12th, 2024
- Labor Day - Monday, September 2nd, 2024
- Teacher In-Service Day - Friday, September 6th, 2024
- Veteran's Day - Monday, November 11th, 2024
- Parent Teacher Conferences - Tuesday & Wednesday, November 26th & 27th, 2024
- Thanksgiving Break - Thursday & Friday, November 28th & 29th, 2024
- Winter Break - Tuesday, December 24th, 2024 through Friday, January 3rd, 2025
- Students Return for Second Semester - Monday, January 6th, 2025
- Martin Luther King Jr. Day - Monday, January 20th, 2025
- Presidents' Day - Monday, February 17th, 2025
- Parent Teacher Conferences - Tuesday & Wednesday, March 4th & 5th, 2025
- ICEARY Conference - Thursday & Friday, March 6th & 7th, 2025
- Spring Break - Friday, April 18th, through Monday, April 21st, 2025
- Students' Last Day of Attendance (No Emergency Days) - Friday, May 23rd, 2025
- Memorial Day - Monday, May 26th, 2025
- Students' Last Day of Attendance (After 5 Emergency Days) - Monday, June 2nd, 2025

School Quarters

- 1st Quarter - Monday, August 12th, 2024 through Friday, October 11th, 2024
- 2nd Quarter - Monday, October 14th, 2024 through Monday, December 23rd, 2024
- 3rd Quarter - Monday, January 6th, 2025 through Wednesday, March 19th, 2025
- 4th Quarter - Thursday, March 20th, 2025 through Friday, May 23rd, 2025

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

Mrs. Kathryn Jennings, Director of ROE Services/ Interim Principal/Director of Regional Alternative Education Services

Ms. Michelle Shepler, Assistant Director of Regional Alternative Education Services

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 309-832-4490.
- 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 Haley Bowman at our regional office 309-832-4490.
- 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 Home School.*

Registration requires the following:

- 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.

- 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 conducted with the parent/guardian and the student, during which they will meet all RAES staff and tour the campus in which the student will be attending.
- The student will take the CASAs tests (age 16+ only) on their first day of attendance.
- 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 the RAES program.

Visitors

All visitors, including parents and siblings, are required to enter through the front door on Harrison Street. Visitors should have a valid form of photo identification and inform office personnel of their reason for visiting.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. 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.

Emergency School Closings

In cases of inclement weather and other local emergencies, please listen to any local radio or television stations 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.

Video and Audio Monitoring

A video and/or audio monitoring system may be in use on school buses 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 309-832-4490.

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:

- 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.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- 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 309-832-4490.

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. This is a requirement for all RAES students. Additional support will be made available as needed.

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 ensure 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 ensure 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 309-832-4490 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 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 a second letter from RAES and a principal/administrator contact.
- 3rd Step - Nine (9) unexcused absences, parent/student will receive a truancy citation/ticket.
- 4th Step - Twelve (12) unexcused absences, parent/student will receive a 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. 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 8:00 a.m. to 9:00 a.m.

Lunch is served every school day from 11:00 a.m. to 12:00 p.m.

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.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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 309-832-4490.

Chapter 4: Transportation and Parking

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 school rules 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 in the designated spaces in the Regional Office parking lot on Harrison Street 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 are 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:

- Entering the sixth and ninth grades
- 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:

- Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
- Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- 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
- 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 a guidance and counseling program for students. RAES Assistant Director is 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 the Assistant Director 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 8:00 a.m. and classes begin at 9:00 a.m.

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:

- Bandanas and masks (for non-medical purposes) shall not be worn in the building. Any bandana or mask brought to school shall be removed before entering.
- Hooded shirts may be worn, but students may not wear the hood up when inside the school.
- Hats are permitted, except any that may cover the face. If a hat is determined to violate this rule, it shall be removed.
- 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 and stored until the end of the school day. The cell phone will be returned to the student at that time.
- Smart watches are not permitted and will be stored with the cell phone upon arrival until the end of the day.
- 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 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.
- Coats, non-medical masks, bandanas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Clothing with excessive 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.
- 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

- Jeans and pants must be
 - worn at the natural waistline and
 - of the appropriate size.
 - Any buttons and zippers must be in proper working order and must be used appropriately.
- A long or short sleeved shirt must be worn.
 - No oversized shirts.
 - No inappropriate writing or symbols/emblems.
 - Hood not worn during school hours
 - Shirt should not expose midriff.
- No hoods or bandanas.
- No ski masks, face coverings, or other non-medically necessary masks.
- No sunglasses.
- Students must wear appropriate shoes at all times.
- 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.
- Appropriate clothing may be required at certain school activities.
- For health and safety 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:

- Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
- 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.
- Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - 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.
 - 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.
- 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.
- "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.
- 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.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- Using or possessing an electronic paging device.
- 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.” All cellular phones, smartphones and other electronic devices will be turned in and stored by RAES staff during the school day, unless:
 - Permission is granted by the RAES Principal/Director or RAES Assistant Director.
- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 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.
- 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.
- 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.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- Engaging in teen dating violence.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- Entering school property or a school facility without proper authorization.

- 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.
- Being absent without a recognized excuse.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- 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.
- 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.
- 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:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- 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;
- Personal and/or electronic communication and/or social media.

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:

- Notifying parents/guardians.
- Disciplinary conference.
- Conduct Title IX investigation when appropriate.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- 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.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

- 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:

- 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.
- 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 and RAES Restorative Coordinator shall meet with a student returning to school from an out-of-school suspension or expulsion. RAES is committed to fostering a positive environment by incorporating restorative practices into its approach to discipline and community building.

Restorative Practices Overview:

- Purpose: These practices focus on repairing harm, rebuilding relationships, and strengthening community bonds rather than just punishing wrongdoing.
- Implementation: Restorative sessions can be used as an alternative to or alongside traditional disciplinary measures.

Restorative Sessions:

- Objective: To address the impact of wrongdoing, facilitate open dialogue, and help students understand the consequences of their actions on others.
- Process: Typically involves meetings where affected parties can discuss the issue, express feelings, and collaboratively work towards a resolution.

Building Community:

- Focus: Restorative practices help in nurturing a supportive school environment by encouraging accountability and empathy.
- Community Engagement: Sessions often involve peers, teachers, and sometimes parents to create a shared understanding and support system.

Earning Back Privileges:

- Service Hours: Students might be required to complete service hours to contribute positively to the school community.
- Counseling Sessions: Participation in counseling can help address underlying issues and promote personal growth.
- Tutoring: Academic support through tutoring can be part of a broader strategy to help students improve their performance and re-engage with their learning.

Contracts with Administration:

- Agreements: Students might enter into contracts outlining their commitments, such as completing service hours or attending counseling.
- Goals: The contract serves as a way to clearly define expectations and support students in making amends and improving their behavior.

By integrating these strategies, RAES aims to create a more inclusive and supportive environment that emphasizes learning from mistakes and fostering positive relationships.

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:

- During any school-sponsored education program or activity.
- 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.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- 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:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- 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:

Marlenna Smysor, RAES Principal
932 Harrison Street
Galesburg, IL 61401
msmysor@roe33.net
309-715-7315

Lori Loving, Assistant Superintendent
932 Harrison Street
Galesburg, IL 61401
lloving@roe33.net
309-345-3828

Title IX Complaints (sexually related complaints):

Melinda Whiteman, Title IX Coordinator
105 N. E. Street
Monmouth, IL 61462
mwhiteman@roe33.net
309-734-6822

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:

- Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- Has the purpose or effect of:
 - Substantially interfering with a student's educational environment
 - Creating an intimidating, hostile, or offensive educational environment;
 - Depriving a student of educational aid, benefits, services, or treatment; or
 - Making submission to or rejection of such conduct the basis 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, smart watch, audio or video recording device, iPod®, iPad®, laptop computer, tablet computer, or other similar electronic device.

During the school day, all non-school electronic devices will be turned in to RAES staff and stored safely until the end of the day, unless permission is granted by an administrator.

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:

- First offense – The phone/device will be confiscated for the remainder of the day. Review the student handbook and write a summary explaining the proper phone/device procedure, and explain why rules were not followed.
- Second offense – The phone/device will be confiscated for the remainder of the day, and a parent or guardian will be contacted. Research and write a report on the impacts of cell phone use on students' education.
- Third offense – Parents will be notified. Phones/devices must be turned in to the RAES Principal or RAES Assistant Director directly for the remainder of the year and kept safe in the office. Write a reflection on why rules were broken, how these actions impacted RAES, and what should have been done differently. Explain how these actions reflect a negative impact of cell phone use on education.
- Fourth and subsequent offense – The device will be confiscated. A meeting will be set up with the student and parents/guardians to discuss the continued behavior.

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 RAES principal or designee 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:

- 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;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- 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;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.
- 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:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- 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.
- Do not use the network in any way that would disrupt its use by other users.
- 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.

- 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.
- 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.

- 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.
 - Students who misuse the Internet and their school assigned email are subject to disciplinary action, which may include the loss of their school issued Chromebook.
- 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.
- 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 to 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 returning 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/>.

Chapter 12: Alternative School Transfer Information

Administrative Staff

Regional Superintendent of Schools	Jodi Scott	jscott@roe33.net
Assistant Regional Superintendent	Lori Loving	lloving@roe33.net
Director of ROE Services	Kathryn Jennings	kjennings@roe33.net
RAES Director/Principal	Marlenna Smysor	mmsysor@roe33.net
RAES Assistant Director	Michelle Shepler	mshepler@roe33.net

Instructional Staff

Teacher - Curriculum & Instruction Specialist	Ivy Engebretson	iengebretson@roe33.net
Teacher - Data Specialist	Nicholas Nitti	nnitti@roe33.net
Restorative Behavior Coordinator	James Kochersperger	jkochersperger@roe33.net
Edgenuity Coordinator	Sebastian Haneghan	shaneghan@roe33.net
SEL Instructor	Sarah Hubbard	shubbard@roe33.net
GED/HSE Instructor	Connie Watkins	cwatkins@roe33.net
Paraprofessional	Brittany Wright	bwright@roe33.net
Paraprofessional	Emily Martinez	emartinez@roe33.net
Paraprofessional	TBA	

Support Staff

RAES Administrative Assistant	Haley Bowman	hbowman@roe33.net
RAES Administrative Assistant	Sue Washington	swashington@roe33.net
Adult Ed Administrative Assistant	Melinda Whiteman	mwhiteman@roe33.net
Safety and Security Coordinator	Aaron Duke	aduke@roe33.net
Work COOP	TBA	

Population

RAES serves all school districts within Knox, Henderson, Mercer, and Warren counties. The program currently serves grades 6-12 from each applicable school within those districts. On average, RAES has a population of approximately 100 students.

Daily Schedule

School days begin at 8:30 a.m. and end at 2:00 p.m. Breakfast is provided to students between 8:00 a.m. and 9:00 a.m. Lunch is served from 11:15 a.m. until 11:45 p.m. Students have six class sessions throughout the day, not including lunch.

Curriculum

RAES offers three teacher taught subjects:

- English (6-12)
- Math (6-8, Pre-Algebra and Algebra I, and Practical Math)
- Social Emotional Learning (SEL)
- Science (6-8)
- Social Studies (6-8)

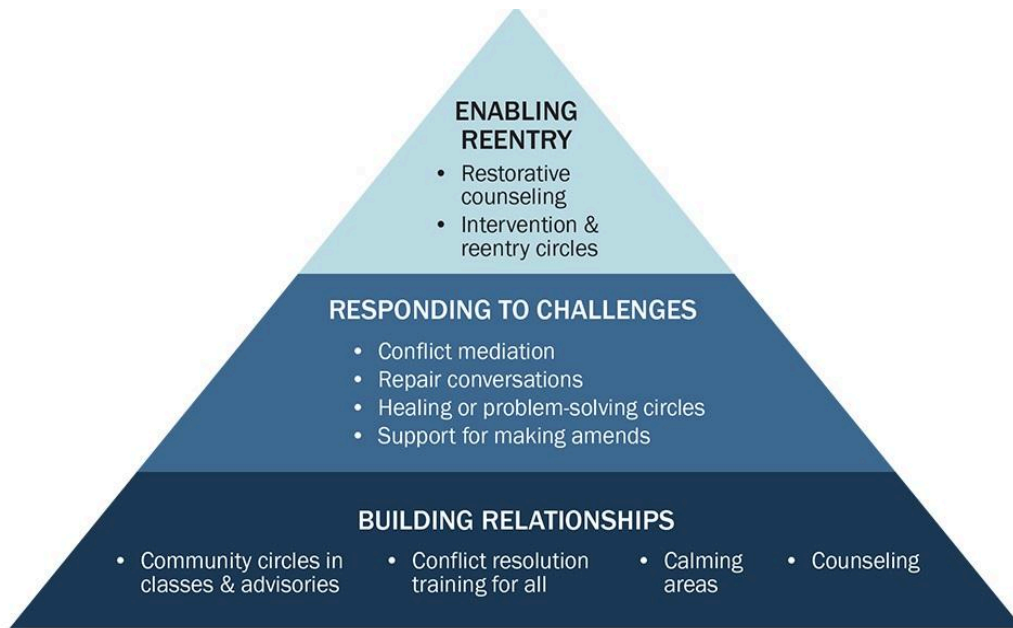
All other subjects are offered through Edgenuity, an online educational platform. Students (9-12) attend at least two class sessions per day to work on Edgenuity courses, depending on need for teacher taught subjects.

Discipline

Sites will use Restorative Practices to address student behaviors with fidelity and will consistently document interventions and disciplinary actions.

Students will have a trusted adult “champion” (their classroom instructor) to support them through a restorative process that is fair, thorough, and involves parents when student behaviors may result in possible suspension or removal from the RAES program.

Re-entry procedures will be utilized for students returning from extended leave due to court or school proceedings that will include a restorative conference with student, family, administration, and other trusted adults.



Tiered School Preventative and Restorative Practices

To ensure a Restorative Community culture, the following practices shall be carried out, as applicable:

- **Campus / School-wide**
 - Consistent and active student supervision
 - Administrators will be visible and available to students and parents
 - Review of discipline policies at intake with student and parent
 - Counseling interventions and referrals
 - Inclusive solution-seeking process
 - Parents as partners
 - Peer mentors or peer mediation, when appropriate
 - Positive reinforcement system
 - Praise/Appreciation
 - Restorative Room
 - School-wide explicit teaching and reinforcement of citizenship
 - School-wide teaching and review of social emotional learning competencies
 - Assemblies
 - Morning messages
 - School-wide positive recognition and intervention initiatives
 - Student climate & culture initiatives
 - Trauma-informed care response from educators
 - Regular Wellness check
- **Classroom**
 - Classroom explicit teaching of social emotional learning (SEL) in pursuit of academic achievement
 - Integration of SEL into academics

- Reflective activities
- Opportunities for leadership
- Positive reinforcement system
- Praise/Appreciation
- Positive notes or phone calls to parents/guardians
- Restorative community building:
 - Community Circles weekly
 - Empathetic Listening
 - Knowing student name
 - Greeting students at the door
 - Giving students opportunities to share about themselves
 - Goal Setting and reflection
 - Student-developed social contracts and classroom rules:
 - Clearly defined/posted
 - Written in positive language
 - Explicit teaching/review of agreements and/or expectations
 - Visual supports (daily schedules, visual boundaries)
 - Teacher-initiated reminders and redirection
 - Wellness check

Classroom Referrals

Classroom educators shall consistently implement classroom preventative measures, restorative practices and exhaust all classroom interventions prior to referring a student to the restorative behavior coordinator or administrator.

- If a classroom referral is necessary, the RAES Staff shall use the procedures for referring students to the restorative behavior coordinator or administrator.
- An instructor may request to suspend a student from his/her/their class for the day of the incident and the day following for good cause. If there is an incident between a student and support staff, then the support staff should consult with the instructor to determine if further action is needed.
- The instructor shall report the request of classroom suspension to administration, restorative behavior coordinator and send the student to the principal or assistant director for participation in an administrator-assigned intervention.
- The principal or assistant director must contact the parent/guardian to set up a parent/ guardian and staff conference regarding the classroom suspension.

Suspensions

Before recommending any suspension or alternative class placement, the Principal and Assistant Director will thoroughly implement the school's preventative and restorative practices, exhausting all site interventions, including alternative-to-suspension programs. The focus will be on addressing behavior through restorative practices to repair harm and rebuild relationships.

Restorative Room Process

Initial Arrival and Orientation: When a student arrives for their first time in the restorative room, they will receive a comprehensive orientation explaining the guidelines, expectations, and the restorative process. This orientation will emphasize the purpose of restorative practices, which is not just to serve as a consequence but as an opportunity for reflection and growth.

Meals: Meals will be delivered from the cafeteria to the restorative room. During meal times, students will eat at their desks to minimize disruptions and maintain focus. They will not interact with other students during meals, allowing time for personal reflection. The 30-minute lunch break will be a quiet period for students to eat and reflect on their behavior.

Daily Expectations:

- **Engagement and Focus:** Students are expected to remain on task, engaged with their assignments, and adhere to classroom guidelines. They must stay seated, quiet, and actively working on their restorative assignments throughout the day.
- **Prohibition of Distractions:** Sleeping, unnecessary activities, and personal contact between students are prohibited. Only activities necessary for completing assignments are allowed, and any exceptions must be approved by the Restorative Behavior Coordinator.
- **Assignments and Reflection:** Students must complete assignments as outlined in their individualized learning plan. In addition, students will write a reflective report or create a presentation that addresses the following:
 - The reasons for their placement in the restorative room
 - The impact of their behavior on others
 - Positive ways to resolve the issue and change future behavior

Reflection and Restorative Practices:

- **Restorative Dialogue:** During their time in the restorative room, students will have scheduled times to participate in restorative dialogues or sessions aimed at understanding their actions and repairing relationships. These sessions will be guided by trained staff.
- **Completion of Reflective Report:** A one-page summary or presentation reflecting on their behavior, its impact, and a plan for future improvement must be completed. This report will be shared with the student's family and kept in the student's record.

Behavioral Expectations:

- **Respect and Conduct:** Students must show respect to others at all times, using appropriate language and behavior. Disruptive behavior and any form of contact between students are not allowed.
- **Technology and Policy Compliance:** Students will comply with all technology policies as outlined in the Acceptable Use Policy.

Dismissal and Reentry:

- **Completion and Reentry:** Students must complete all assigned tasks in order to return to regular classes. Early release may be granted if the student completes their reflective report and demonstrates a commitment to behavioral change.
- **End of Day:** Students will be dismissed at the end of the school day, and all regular school rules and policies apply as outlined in the Discipline and Conduct guidelines.

Off-Site Suspension (OSS)

- While serving an out-of-school suspension, students shall be provided the opportunity to earn equivalent grades and academic credits via a Chromebook and Edgenuity access.
- The intent of this provision is to not doubly punish students with suspensions and academic sanctions, while also providing an opportunity for the student to reintegrate into the educational program of the school following the suspension period.

Change of Placement

Permissive recommendations for change of placement may be used as a very last resort and all other alternatives must be exhausted at length. In addition, the school must demonstrate that:

- Available interventions have been attempted and a record of supports provided for the student has been documented with an ongoing process of communication with home school and families;
- An out-of-school suspension has been implemented in the past and appropriate supports have been provided to student;
- The student intervention history and behavior are severe in nature and represent a risk to the safety of the student, safety of other students and/or safety of adults.
- If the site administrator or designee and parent/guardian determines that a change of placement is necessary, the area superintendent and home school administration must be notified, and the merits of the case must be communicated for review.
- If the area superintendent and home school are in agreement with the change of placement, the RAES principal will coordinate efforts with the current home school principal to complete the site-initiated placement process.
- When the student arrives at the receiving site, a restorative conference will take place that includes the student, parent/guardian, administrator, and counselor.
- During the restorative conference, a support plan will be developed with student and family input to assist with the student's transition to the home school.

Services

RAES currently offers

- Referrals to case management with ROE #33 SAFE Department
- Referrals to community resources
- Referrals to mental health support within the county that the student resides
- Tutoring
- Mentoring

Extracurricular Activities

Boy's Group

- Utilizing curriculum on topics of men's history and health, modeling healthy relationships and incorporating SEL to build positive mental health.

Girl's Group

- Utilizing curriculum on topics of women's history and health, modeling healthy relationships and incorporating SEL to build positive mental health.

GSA Club

- A Genders & Sexualities Alliance (GSA) is a student-run club , which provides a safe place for students to meet, support each other, talk about issues related to sexual orientation and gender identity and expression, and work to end homophobia and transphobia.

Yearbook

- Students will design and produce an annual yearbook for R.A.E.S. Students may also be asked to participate in fundraising.

Garden Club

- Students will work on various projects on the R.A.E.S. campus including planting flowers and maintaining vegetables in garden boxes. Supplies will be provided by the R.O.E.