

INTRODUCTION

GENERAL PROVISIONS

The South Cook Intermediate Service Center (SCISC) is committed to the development and implementation of an alternative service delivery system to meet the needs of youth who are currently being considered for suspension or expulsion, or have been suspended or are expulsion eligible due to aggressive, violent, or disruptive behavior. Effective implementation of this alternative service delivery system is a direct result of the collaborative efforts of the SCISC Region and its member districts.

Program Characteristics

SCISC operates the Safe Schools Program pursuant to 105 ILCS 5/13A-1 et. seq. The structure of the South Cook Safe Schools Program network is such that it allows for a high degree of flexibility of service delivery and is student driven.

The Safe Schools Program is not a single-site alternative educational program. SCISC will implement a scattered site system with wide area networking of resources and services designed to address each student's needs through comprehensive planning, monitoring, and assessment. The array of services for consideration in the plan includes comprehensive individual planning and goal setting, academic instruction, individual and family support services and character development.

Program Objectives

The South Cook Safe Schools Program network serves students from grades 6 through 12 who are eligible for suspension or expulsion, or who have been suspended or are expulsion eligible, due to gross misconduct. The desired outcomes for students participating in the R.I.S.E. Program are:

- *to transition back to the regular school environment, acquire a diploma or GED (when appropriate to the individual student as determined as part of the planning process), or transition to further education, training, or employment,*
- *to decrease drug use, violent acts, and/or behaviors associated with suspension and expulsion,*
- *to decrease student suspensions and/or expulsions,*
- *to equip students with skills for successful group interaction, communication, problem solving, conflict resolution, decision-making, increase of self-worth, and acceptance of responsibility, and/or*
- *to acquire the education and skills necessary to become productive members of society.*

*P*OLICIES & PROCEDURES

ADMINISTRATIVE RESPONSIBILITY

Administrative Responsibility for the Safe Schools Program: Regional Institute for Scholastic Excellence

The Executive Director of SCISC Chief Administrative Officer and performs all of the duties and functions for the Safe Schools Program set forth in 105 ILCS 5/13A-3 and 10.

Program Administration

The intake, assessment, case management and program sites within the Safe Schools Program network are supervised in accordance with the rules and regulations of the Regional Safe Schools Programs for the State of Illinois, the Illinois School Code and the policies and procedures of the SCISC Safe Schools Program.

ADMISSION AND PLACEMENT OF STUDENTS

Access

SCISC and its member Districts do not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, or unfavorable discharge from military service.

The Safe Schools Program is offered to students by the local school district or local Board of Education as an optional educational opportunity for students who may be expelled, suspended, or are at risk of failure or dropout.

The Safe Schools Program will ensure placement consideration for every student whose district requests admission to the program if the student and parent cooperate with the referral process. Students must be found eligible for services according to the criteria or guidelines outlined in the following section. The Regional Institute for Scholastic Excellence (R.I.S.E.) staff will immediately stop any meeting where the student, parent/guardian, or anyone else who accompanies the student is uncooperative and will not be accepted into the program. Every effort will be made to admit eligible students to a program within 30 days of the date of referral.

Eligibility Criteria

Students enrolled in grades 6 through 12 during the current school year, and meeting one or more of the following criteria may be eligible for services through the Safe Schools Program:

- suspended at least twice for "gross misconduct".
- arrested by the police or remanded to juvenile or criminal courts for acts related to school activities.
- eligible for disciplinary reassignment pursuant to violation of school district "zero tolerance" policies.
- involved in "gross misconduct" that can be demonstrated as serious, repetitive, and/or cumulative.
- youth returning from juvenile corrections facilities.
- have pending expulsion hearings.

"Gross misconduct" is defined as:

- use of or possession of weapons or guns.
- sale and/or possession of illegal substances.
- chronic fighting, assault or physical violence.
- arson.
- theft or destruction of property of the school, staff, or other students.
- sexual harassment, harassment and/or hazing.
- gang-related activity.
- insubordination posing imminent danger to the health, safety, and welfare of students and staff.
- repeated and willful behavior of:
 - flagrant or persistent disrespect, verbal assault and/or verbal threats, and/or deliberate attempts to intimidate faculty, staff, sponsors, or students.
 - flagrant or persistent disregard for the rules and regulations of the home school.

Transition to a Safe Schools Program

A student who is determined eligible for placement in the Safe Schools Program according to the provisions of The School Code may be administratively transferred to the Safe Schools Program after initial intake. Within 30 days following the transfer, appropriate personnel from the Safe Schools Program will meet to develop an alternative education plan (IOEP) for the student.

Students who meet the eligibility criteria for the Safe Schools Program may be transferred after the student has been suspended, or pending a suspension or expulsion with the written consent of the student, the parent or guardian, and sending school administration. The Executive Director of South Cook ISC makes the final decision on appropriateness of placement of students recommended for transfer to the Safe Schools Program. The determination of the Executive Director shall be final.

When a student is placed in a Safe Schools Program, it is the responsibility of the local school district to transfer all necessary school records to the Safe Schools Program. These records include, but need not be limited to; a transcript of credits, "grades to date" for all courses in which the student was enrolled at the time of the transfer, and a "credit check" indicating the graduation requirements the student has yet to complete, special education referral or testing data, and all discipline records. This information will be used by the receiving Safe Schools Program in order to determine placement and plan an appropriate academic focus for the student.

Enrollment Procedures

Students are referred for participation in the Safe Schools Program through their local school district. Upon referral, the student will be scheduled for an intake conference. The Safe Schools Program staff will convene an intake conference with the student, parents, the home school district administration, and other designated staff to discuss the profile of the student's identified needs. A plan is then written in the form of an Individual Optional Educational Plan (IOEP), which is presented for services among the student, parents, school district, and the Safe Schools Program staff.

The Individualized Optional Educational Plan is designed to address the unique learning needs of each student. The IOEP will also be used to determine when a student successfully completes the Safe Schools Program. The IOEP will include:

- academic and behavioral targets.
- a method of assessing student progress.

The IOEP must be reviewed and the student's eligibility for transferring from the Safe Schools Program to the sending district must be formally considered before such a transfer is actually made.

Assessment Procedures

Following a referral for services, the student will be evaluated using an educational assessment of general achievement and aptitude. The assessment will be used as a basis for developing the student's Individualized Optional Educational Plan.

SCISC will ensure that all assessment procedures are nondiscriminatory.

Services to Students With Disabilities

All decisions and final approval of a placement recommendation for a disabled student is the decision of the R.I.S.E. staff and the Executive Director of SCISC. If the Safe Schools Program is recommended and agreed upon by R.I.S.E. staff, the local district, as the placing agent, is solely responsible for ensuring that all necessary special education services are provided by the district special education staff within the Safe Schools Program. A Safe Schools Program is recommended for a disabled student only when that program can appropriately meet the student's educational and related service needs.

The Individualized Education Program of a student with disabilities remains in effect, and takes precedence, over the IOEP while the student is in the Safe Schools Program.

All provisions of the Individuals with Disabilities Education Act (IDEA) and regulations thereof, Title 23, Subtitle A, Chapter 1, Subchapter F, Part 226 of the Illinois Administrative Code, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, and The School Code of Illinois are in effect for disabled students enrolled in the Safe Schools Program: Regional Institute for Scholastic Excellence.

Section 504 Plans for regular education students must be submitted for review as part of the intake application.

GRADES

Grades

A student's academic achievement will be reported by means of a letter grade at the end of each quarter. Final grades will be calculated using the criteria specified by the classroom teacher at the end of each semester. The following grades will be issued by teachers:

A	Excellent	Above Expectations	90-100%
B	Above Average	Above Expectations	80-89%
C	Average	Meets Expectations	70-79%
D	Below Average	Does Not Meet Expectations	60-69%
F	Failure	Significantly below Expectations	59% or below

Transfer Grades from the Sending School

This provision applies to students who transfer from a sending school district to a Safe Schools Program after the beginning of a school semester.

When students transfer to R.I.S.E., teachers will consider the grades the student was earning in his/her previous school. The consideration of previous versus current grades will be proportionate to the number of days the student was enrolled in each school.

At the time of the transfer, it is the responsibility of the sending school to submit the Grades in Progress form to the R.I.S.E program.

The sending school will report grades in progress as a percentage.

Reporting of Grades

Formal report cards are issued at the end of each quarter.

Parent/guardian may request access to their child's record and has the right to challenge the record.

TRANSPORTATION

Responsibility for the Provision of Transportation

The sending school district will provide transportation services for the student. R.I.S.E. staff reserve the right to discipline students for any transportation violations to and/or from school.

If a student needs to be transported home and the parent/guardian is unavailable, alternate arrangements may be made. If a cab is necessary, it will be the parent/guardian's responsibility to pay the cab fare.

All students must use district provided transportation. In the event of an emergency, the parent/guardian may request alternative transportation, but may not do so without the express approval from the R.I.S.E. principal or his/her designee.

Students must be picked up or dropped off at their designated address or bus stop.

PARENT PARTICIPATION

Parent Involvement

Students can best be served when the school works in cooperation with the parents. It is the policy of the SCISC Safe Schools Program to actively involve parents in the educational process. This involvement will include, but need not be limited to:

- informing the parents of the referral process, and their opportunity to work with the Safe Schools Program.
- regular communication (verbal and written) between home and school regarding the progress of the student, both academically and behaviorally.
- active participation in discharge planning for the student.

The Safe Schools Program will make every reasonable, proactive effort to secure and maintain positive parental participation in their son/daughter's educational program. Documentation of these efforts will be maintained with the student's temporary records.

It is the policy of Safe Schools Program to, whenever feasible, actively involve parents in all important educational decisions before the decisions are made. In the case of behaviors which present a clear and present danger, the school will make reasonable efforts to contact the parents, but may remove the student from the program without parental participation when, in the opinion of program administration, the student is a danger to the health and welfare of others.

It is recognized that the school may not always be able to contact parents prior to the need to take disciplinary or other action in order to ensure a safe, orderly school environment. If parents cannot be contacted prior to or immediately following a necessary action, every effort will be made to contact parents throughout the day, using all available contact numbers on file at the school. **It is the responsibility of the parent to keep the school informed of changes in home, work, or emergency telephone numbers.**

The Safe Schools Program will abide by the decision made by some parents not to participate in their son's or daughter's education. The program will abide by that decision as long as, in the opinion of the school administration, parental nonparticipation does not significantly impede the ability of the school to enable the student to make educational and/or social gains. From time to time, parents may be required to attend meetings in order to be provided with important information to assist in behavioral and academic growth within the program. It is important that parents and guardians work closely with school staff in order to improve student behavior and academic performance. When a lack of parental involvement impedes the student's ability to progress, the student may be discharged from the program and referred back to the sending school district for disposition.

Contacts Home

Should a student be suspended from school, parent/guardians will be contacted:

- by phone (if no answer voice mail message left)
- letter mailed home, and,
- letter sent home with student
- parent e-mail (if no other form of communication is available)

Students who show up at school when suspended may be arrested for trespassing.

It is imperative that the school has a means to contact parents/guardians in an emergency. If staff are consistently unable to reach parents by phone, the student could be dropped from the program.

Informed Consent

Parents will be asked to sign a document indicating that they have been notified of the specific location on the website the policies and procedures, and they understand the consequences of their student's inability or unwillingness to abide by these policies and procedures.

Written policies and procedures of the R.I.S.E. program are provided on our website at the following link www.s-cook.org/WordPress/wp-content/uploads/StudentHandbook.pdf. It is the responsibility of the student and parent to examine all of the R.I.S.E. policies.

CURRICULUM

Instructional Materials

All instructional materials used in any of the Safe Schools Programs must be pre-approved before the materials are used in the curriculum. Instructional materials are considered to be pre-approved if they are either an approved part of the curriculum of the sending public school district or the material is pre-approved by the local administrator at the program site.

For purposes of this policy, the term "instructional materials" includes, but is not limited to, books, workbooks, magazines, newspapers and periodicals, maps and posters, audio and video tapes, computer software, internet sites, CDs, and laser disks.

Videotaped materials rated either "G" or "PG-13" need not be pre-approved for use. Videotaped materials rated "R" may be used if they are pre-approved by the site administrator and parents sign a waiver granting permission for their student to view that particular videotape. The parental waiver will include the reason for the "R" rating. Students whose parents object to their student seeing the videotape will not be penalized in any way for their lack of participation in the activity, and will be given an alternative activity from which the student can derive educational benefit.

Field Trips

It is recognized that field trips can be an important supplement to the school curriculum. From time to time, field trips will be scheduled to augment the learning process.

Charges may be levied for participation in field trips. Parental permission must be secured for all field trip activities. The parental permission will include notification of the parental right to object to a student participating in the field trip activity. Students whose parents object to the participation in the field trip will not be penalized in any way for their lack of participation, and will be given an alternative activity from which the student can derive educational benefit.

STUDENT ATTENDANCE

Absences

Students are expected to be in school, on time, for every scheduled school day. Students are expected to remain in the program for the entirety of the scheduled day.

Parents must contact the Safe Schools Program if the student is absent or tardy. For medical reasons, bereavement, or court hearings, appropriate documentation will be accepted. Parents are given the name of the person who should be contacted at the time of enrollment. Absences due to illness or injury, which exceed three school days in duration, will require a note from a licensed health care professional.

Students who miss more than 10% of the school semester for any reason may lose the ability to earn academic credit for the semester, and may be returned to the home school.

Students cannot miss more than 10% of the school year. Excessive absences, as determined by R.I.S.E. administration at any given point during placement, may result in the student being dropped from the program.

STUDENT DEPARTMENT

Student Rights and Responsibilities

The rights of students, including due process rights, shall be guaranteed at all times.

Student responsibilities shall include respect for the rights of others, compliance with school policies and rules, and observance of traditional democratic values.

In all matters relating to the discipline and conduct of the students, teachers and other certificated employees stand in the relation of parents and guardians to the students. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of students in the absence of their parents or guardians.

Students who violate policies or rules at the Safe Schools Program sites may be subject to disciplinary action, including, but not limited to, suspension or dismissal from the program and referral back to the local school district for disposition.

Students and parents will be given the link to applicable school policies and procedures prior to their admission to the program, and will be given the opportunity to ask questions. They will then be required to sign a form indicating their receipt of, understanding of, and agreement to abide by the policies and procedures.

www.s-cook.org/WordPress/wp-content/uploads/StudentHandbook.pdf.

Behavioral Expectations

Students are expected to display behavior which is consistent with respect for self, respect for others, and respect for the learning environment. The Safe Schools Program strives to maintain safe, drug free, mutually respectful educational environments.

With respect to behavior and discipline, the Safe Schools Program school day begins when the student leaves for school, and the school day ends when the student leaves the program site and arrives at a bus stop or the original pick-up destination. Students are responsible for, and will be held accountable for, their behavior traveling to and from school just as if the student was actually in the school building at those times. After the third transportation referral for inappropriate behavior, the student may be dismissed from the program.

School Rules

Students shall:

- * Respect their peers, staff, property, and self
- * Complete all assignments and tasks in the required timeframe
- * Go to an adult for help when there is a problem
- * Come prepared for school and each class
- * Follow the established dress code

Video Cameras

For security purposes, the R.I.S.E. campuses are equipped with video cameras that electronically record all activity within and around the school. Video cameras are in each classroom, all common areas, hallways, gyms and the exterior of the building. Recordings do not include audio recordings.

Video camera recordings from R.I.S.E. cameras or school bus transportation, will be referred to when investigating safety, security or discipline incidents and will be used in determining appropriate disciplinary action by R.I.S.E. staff and the sending school administration.

A written request to review video camera recordings must be submitted within one week.

Student Appearance/Dress Code

The primary responsibility for a student's personal appearance and grooming rests first with the student and then with the parent. The administration reserves the right to regulate student appearance when that appearance presents a health or safety hazard, or when that appearance substantially disrupts the educational process. Therefore, students attending the R.I.S.E. programs must wear uniform dress:

Students are expected to come to school dressed appropriately to support the mission and beliefs of the school. Coats and sweaters are not allowed in class and cannot be worn during the school day except when students are specifically permitted to do so by a school official. Baseball caps, brimmed or billed hats are not allowed. Students who come to school in inappropriate attire will be given the opportunity to follow specific directives of the staff in order to take corrective measures.

Parents may be notified of all cases of inappropriate attire, and may be required to bring appropriate clothing for their son/daughter if the student is to remain in the program for that day.

Following parental notification, students who repeatedly wear inappropriate clothing to school may be suspended. Repeated violations of the standards of personal appearance may lead to a parental conference, suspension or dismissal from the program.

Students are expected to be clean and well groomed. Jewelry is not allowed. Tattoos or grossly inappropriate hairstyles are not appropriate for the learning environment. It is illegal for anyone under the age of 18 to get a tattoo.

Determination of the inappropriateness of a student's personal appearance and/or attire is at the professional discretion of the program staff.

Electronic Devices

Students are not allowed to bring cellular phones, C/D, DVD or mp3 players or similar devices in school or to any school related activity. Such items will be confiscated and returned to the parent through a required parent conference. Repeated violations may lead to dismissal from the program.

Harassment/Sexual Harassment

Harassment, including sexual harassment, is inappropriate in an educational setting and will not be tolerated. Harassment is defined as an overt or implied verbal or nonverbal threat or warning directed at another individual for the purpose of intimidation. Sexual harassment is defined as any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature which is perceived as hostile or intimidating.

A student who feels s/he is being sexually harassed should bring this to the attention of his/her teacher, or to the attention of the school administrator. The administration will determine the appropriate action to be taken.

If the student is dissatisfied with the administrative action, the student could choose to file an appeal with the Principal of the Safe Schools Program. If the student is dissatisfied with the results of that appeal, the student could file an appeal of the decision with the Executive Director of SCISC.

Bullying is not tolerated at R.I.S.E.

Noncompliant Students

Students who transfer to a Safe Schools Program do so with the understanding that they are to act in a manner consistent with the mission and beliefs of the program. Student cooperation is necessary so that the program can help students make the progress necessary to return to their home school, or graduate and become successful in their post endeavors.

Students may be deemed "uncooperative" by the program administrator if they demonstrate behaviors including, by not limited to:

- * an attendance rate below 90%, excused and unexcused.
- * continuation of the behavior(s) which resulted in the student being referred to the Safe Schools Program initially.
- * use of, or possession of, weapons, guns, and/or explosives.
- * possession of illegal substances.

- * fighting, assault or physical violence.
- * bullying.
- * theft or destruction of property of the school, staff, or other students.
- * sexual harassment, harassment and/or hazing.
- * gang related activity.
- * Insubordination.

If any of these behaviors are found, a parent conference will be held to determine if the Safe Schools Program is the appropriate educational setting for the student. On the recommendation of the program administrator following the conference, the student may be discharged from the program and referred back to their home school district for further disposition. If the student was referred to the Safe Schools Program from a deferred expulsion, the expulsion would go into effect following a discharge from the Safe Schools Program.

Drug, Tobacco, and Alcohol Use

The Safe Schools Program is a tobacco, alcohol, and drug free school. Students found in possession of tobacco or alcohol will be subject to disciplinary action, and the contraband will be confiscated. Students found in possession of drugs, and/or drug paraphernalia will be subject to disciplinary action and the contraband will be turned over to police. Students found guilty of possession of, selling or dispensing drugs may be subject to arrest and dismissal from the program.

When staff has reasonable suspicion that a student is under the influence of alcohol or drugs, parents will be called to remove the student from the program. The school may request that a student be drug tested, at parent expense, and that the results be turned over to the school before the student will be readmitted. Depending on the results of the test, the school may require that a student successfully participate in and complete a substance abuse program as a condition for remaining in the program. Proof of participation and completion will be required through the use of a "release of information" form.

Gang/Occult and Secret Society Activities

The presence of or student involvement in gang/occult or gang/occult secret society related activities on school grounds or at school-related events, on school buses, or at any school related activities, including the display of gang symbols or paraphernalia, is strictly prohibited. Any student who violates this policy may be subject to arrest and dismissal from the program.

As used in this policy, "gang-occult" shall mean any organization, club, secret society, or group composed wholly or in part of students which seeks to perpetuate itself by accepting additional members, and which is assembled for the common purpose or design of:

- * committing or conspiring to commit criminal offenses.
- * engaging in conduct that is against the public good.
- * engaging in conduct that interferes with or disrupts the school's educational process or program.

The phrase "gang/occult related" shall mean any conduct engaged in by a student on behalf of a gang, to perpetuate the existence of any gang, and/or to effect the common purpose and design of any gang/occult group including, without limitation, recruiting students for membership in any gang/occult group, threatening or intimidating any students or employees to commit acts of omissions against her/his will in the furtherance of any common purpose or design of any gang/occult group or secret society.

Inappropriate activities include, but are not limited to:

- * soliciting and/or recruiting others for membership.
- * participating in or inciting physical violence.
- * extorting and/or soliciting money and/or services, requesting anyone to pay for protection insurance, or the payment of duties.
- * coercing, harassing, or otherwise intimidating threatening or causing harm to any person, living creature, or property.
- * wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign, signal, or other item commonly associated with membership in or affiliation with a gang/occult or secret society.
- * using any communication, verbal or nonverbal (gestures, handshakes, etc.) suggesting or showing membership in, or affiliation with, a gang/occult or secret society.
- * engaging in any activity intended to promote or further the interests of any gang/occult or any gang/occult secret society including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to represent or act like a member of a gang/occult or secret society.
- * any act or activity which violates any law or any policy of the school district in which the Safe Schools Program is operated, such act or activity is taken to further the interests of a gang/occult group or secret society.

By joining a gang/occult group or secret society or associating with gang/occult group or secret society members, a student forfeits the expectation of privacy and allows for additional scrutiny.

Search and Seizure

Program staff retain the right to search students and confiscate contraband items. Students will be searched upon entering the school daily.

The following types of searches may be utilized by school staff:

- * walk through metal detector.
- * desk, shoes, or school property search.
- * book bag, jacket, purse, lunch or clothing (student empties own pockets or clothing) search.
- * pat down searches (same sex staff member with another staff member as a witness, in a private setting, except in an emergency).

Desks, lockers, and school property are owned by the program and students do not have a reasonable expectation of privacy in any property owned or controlled by the program.

Should a student be found in possession of a contraband item or items, the item or items will be confiscated by school personnel, the parent will be notified, and the items will be either destroyed, given to the parent, or may (in the case of illegal items) be turned over to the police. School personnel will not retain any confiscated items permanently. We are not responsible for confiscated items. If confiscated items are not picked up in a timely manner, they will be disposed of.

If a student fails to cooperate with what the staff feels is a reasonable search, the student may be sent home, or police involvement may be requested. Additional disciplinary action will be taken. This may include suspension, or if part of an ongoing pattern of disruption, may result in a conference with parents and home school to determine if the program continues to meet the student's needs, and may lead to dismissal from the program.

Police Involvement

The administration of the Safe Schools Program has the responsibility to provide for the safety of students, staff, and school property, and to provide for the smooth, efficient, and orderly operation of the learning environment. It is important to provide clear limits for student behavior, and provide natural consequences for inappropriate actions. The following circumstances may warrant the need for police involvement and arrest:

- * extortion
- * physical aggression against any staff member.
- * physical aggression against another student.
- * possession of a controlled substance/alcohol.
- * possession of a weapon.
- * extreme, out of control behavior.
- * gang/occult related activities.
- * suspicion of drugs/alcohol use.

All cases with the potential for police involvement will be dealt with on an individual basis. Parents will be notified by school personnel if police involvement becomes necessary.

High Risk Behaviors

At the time of admission to a Safe Schools Program, students and parents are advised of the consequences of violating school rules pertaining to "high risk" behaviors. A student may be considered for dismissal from the Safe Schools Program if the student is found to have engaged in behaviors which threaten the safety of others. These behaviors may include, but are not limited to:

- * sale or dispensing of drugs.
- * possession of a weapon (or facsimile).
- * use of a weapon.
- * arson.
- * assault.
- * gross insubordination.
- * use of alcohol.

Students have the right to a dismissal conference regarding these issues. If the student is found guilty, s/he may be dismissed from the program and referred back to their home school district for disposition. If the student was placed at the Safe Schools Program in lieu of an expulsion, the expulsion will go into effect upon dismissal from the Safe Schools Program. If the offense involved confiscated drugs, alcohol, or weapons, these items may be turned over to police.

Levels of Intervention

Levels of intervention for violation of school policies and procedures may include, but need not be limited to, or in the order of:

- * student conference and warning.
- * detention/loss of privilege.
- * parent telephone conference.
- * suspension.
- * parent/home school conference.
- * discharge from the program and referral back to the local school district for disposition.
- * arrest or referral to the police.

The level of intervention appropriate to any given situation is initially at the discretion of the teacher, and ultimately at the discretion of the school administrator. The interventions cited above are not the only interventions the administrator may deem appropriate. The interventions are also not "steps" in discipline: it is not necessary for a less intrusive consequence to be used prior to the use of a more intrusive consequence.

Except in the case of a student conference/warning, every effort will be made to contact the parent whenever a severe disciplinary measure is applied. Ideally, contact is made on the day of the incident.

FREEDOM OF EXPRESSION

Student Expression

Students may post announcements or distribute non-school materials if these materials are pre-approved by school administration. School administration reserves the right to regulate the posting and distribution of any and all non school items to insure the content is not disruptive to the educational mission of the Program.

Students may collect signatures on petitions as long as such collection does not interfere with the educational process and do not support initiatives which violate any other school policy or procedure.

Non-School Organizations

Non-school organizations shall not solicit funds, conduct fund-raising activities, distribute materials, or post notices in the school, on school grounds, at school activities, or at school related events without the written permission of school administration.

Representatives of agencies or businesses, including social service agencies, research groups, or the media, shall not interview, photograph, counsel, meet with, or otherwise interact with students, individually or in groups, in the school without written permission from the school administration.

CORPORAL PUNISHMENT

Use of Corporal Punishment

Corporal punishment is prohibited in the Safe Schools Program.

PHYSICAL RESTRAINT

Physical Restraint

The physical restraint of a student by a staff member, which includes on site police liaison officers, will be used only when the student is, in the opinion of the staff, a danger to himself/herself or to others, or is in danger of causing significant property damage.

STUDENTS' HEALTH CARE

Emergency Medical Situations

Students must report any accidents or injuries to their teacher or a school administrator immediately after they occur. Documentation of such incidents will be maintained at the program site.

For the safety and welfare of a student, it may be necessary to send a student home during the school day due to illness or injury. If a parent cannot be contacted, the emergency name and number will be used as the contact person.

If a student needs to be transported home and the parent/guardian is unavailable, alternate arrangements may be made. If a cab is necessary, it will be the parent/guardian's responsibility to pay the cab fare.

Students admitted to psychiatric or medical institutions will be required to submit a doctor's release/medical discharge before returning to school. A doctor's release is also required for participation in Physical Education Class or Community Service after sustaining an injury or following a medical surgery.

Medication

Students will not bring nonprescription medication to school.

COMMUNITY OUTREACH SERVICES

Securing Community Outreach Services for Students and Families

It may be necessary to contract for specialized services from public or private agencies in the community. The parent and student are always involved in the decision making process whenever the use of contractual services from the community are being considered. Parents and students must sign a "release of information" form which will permit the exchange of information between the community agency and the school. Information released from the school to a community agency are held confidential to the extent required by law.

Payment for Services from the Community

Payment for community services recommended and/or documented at the time of a student's IOEP meeting are not necessarily the sole responsibility of the school district or the Safe Schools Program. The need for community services and payment for those services are negotiated on a case by case basis.

PROGRAM COMPLETION

Duration of Placement

Students who participate in the Safe Schools Program do so with the understanding that they will remain in the program a minimum of one full semester and until such time as they successfully complete the program, graduate, move out of the region, are dismissed from the program for disciplinary reasons, or the student's lack of academic success indicates s/he is not benefitting from the program. "Successfully complete the program" means that the student has completed the requirements of their IOEP, and have met the criteria for program completion as outlined below.

Once a student enrolls in the Safe Schools Program, the student understands that s/he must meet the criteria for successful completion of the program in order to return to their school district.

Criteria for Successful Completion

Criteria for completion as follows:

- * 90% attendance rate
- * Required community service
- * Passing grade in each subject
- * Progress toward goals identified in IOEP
- * Student must make measurable academic improvements.
- * Student must make behaviorable improvements.

Transfer of Grades From Safe Schools Program to Local School Districts

All schools in the Region will accept all grades and credits earned through the Safe Schools Program network of programs.

Use of School Materials/Chromebook

All materials borrowed from R.I.S.E. must be returned. Students have access to Chromebook computers during the school day. Chromebooks must be returned to the appropriate location at the end of each school. If a student is found to have removed a Chromebook or taken it from the R.I.S.E. campus, a replacement fee of \$299 will be charged to the student and may result in the withholding of the student's final transcript.

VISITORS

Parents

Parents/guardians must schedule conferences with teachers or administrators to discuss student progress. For security reasons, visitors must show identification. All visitors and their belongings are subject to search upon entry to the R.I.S.E. campus.

FISCAL PROVISIONS

Program Funding

As the administrative agent for Safe Schools Program, SCISC coordinates the operation of services for students. Grant funds and general state aid allow for a reduced cost of operation to the member districts.

Should program costs or funding patterns necessitate the increased use of local funds to supplement or replace grant funds, such charges must be pre-approved by the South Cook ISC Governing Board.

MISCELLANEOUS

School Hours

Office Hours	8:00-4:00
School Hours	9:00-2:30
Teacher's Hours	8:00-3:30

Teachers are available for teacher meetings and meetings with parents
8:00 to 8:30 and 2:30 to 3:00

Attendance Procedure

When a student is to be absent for any reason, parents must call the school (Chicago Heights Campus 756-2834; Worth Campus 671-0935) between 8:00 and 9:00 AM on the day of absence. If this procedure is not followed, the student will be considered truant, and this could be cause for return to the home school.

Emergency Closing of School

The Executive Director of SCISC is authorized by the Board to close schools on an emergency basis. By special arrangement with local radio and television stations, announcements of school closing will be broadcast by the following: WGN (AM-720), WGN-TV Channel 9

These announcements are to be regarded as official notification of school closings. Our district is always referred to as R.I.S.E. in these announcements. Announcements by radio and television should make it unnecessary for parents to call their school or school officials concerning school closings. Telephone circuits should remain open to allow for necessary and urgent calls. If schools are to be closed more than one day, announcements will be made each day.

In the event school is in session when an emergency closing occurs, the students will be sent to the address you have indicated on the enrollment form unless you request differently. **Be certain this address is updated and on file.** It is very upsetting to children to have uncertain direction in an emergency situation.

