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**2023-2024
STUDENT/PARENT
HANDBOOK**

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Mades-Johnstone School reserves the right to change without notice any statement in this handbook concerning, but not limited to, the organization's practices. It is the policy of the Mades-Johnstone School not to discriminate against any individual based on race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status in matters of employment in the educational programs, student services, or activities it operates, in accordance with civil rights legislation and organization commitment.

OVERVIEW

The Safe Schools program is designed to give students recommended for expulsion by their district a second chance at completing their education. Students work individually using a computerized Edgenuity system. All grades and transcripts are issued from the student's home school.

ACADEMICS

STANDARDIZED TESTING

Students in grades 6th-12th take standardized tests at various points throughout the school year to test performance and to better teach the students.

ATTENDANCE

Regular and punctual attendance is a prerequisite for establishing an atmosphere promoting excellence in education. Illinois School Code, Section 26-1 states, "Whoever has custody or control of any child...shall cause such child to attend some public school...the entire time it is in session." Regular attendance is required by law for all students enrolled in public school, regardless of age. School hours are 8:00 am to 2:20 pm. Students are expected to attend all school days.

Every absence must be reported by the parent/guardian the day of the absence by 8:15 a.m.

(No student may report an absence, regardless of age.) Voice mail is available 24 hours. Parent/guardian should do the following when calling:

- ✓ Identify self
- ✓ State student's name
- ✓ State reason for absence
- ✓ Give a phone number where a parent may be reached during the day.

The following attendance policies must be followed:

1. If a student is absent for **three** or more days per year (except for hospitalization, court, or family emergency approved by the principal), it will result in a 1st infraction requiring a meeting with parent and student.
2. If a student is absent **six** or more days per year, this will result in a 2nd infraction requiring a meeting with the parent, student, and district.
3. If a student is absent **nine** or more days per year, the student will receive a 3rd infraction, resulting in being dismissed from the program.
4. If a student is tardy to school more than three times in a 9-week period (6 per semester), it will result in an infraction letter. No student may enter the building after 8:00 am (start time of school) unless with a doctor's note or letter from the court showing they were there on the specified late day, without prior approval from an administrator.

An absence from school is either excused or unexcused. The school's responsibility, rather than the parent/guardian, is to determine if an absence is excused. Excused absences include court appearances (a court note must be turned in to the school within 24 hours of the court date), death in the family, doctor's appointments (a doctor's note must be turned in to the school within 24 hours of the date of absence), and family emergency (approved by the principal). Vacations will not be considered excused absences.

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 home to inquire why the student is not at school. The absence shall be considered unexcused if a parent cannot be contacted.

- The parent/guardian is responsible for calling the transportation company at least 15 minutes before the bus is due to arrive at the home.
- When it is known in advance that a student will be absent, the parent/guardian is requested to notify the school three or more days before the absence.
- If a student arrives late or leaves early with a parent or guardian due to an unavoidable appointment (doctor or court with a letter dated the same day), the parent must come into the school to sign in/out their respective student.

Truancy

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00. Truant students will be reported to the Regional Office of Education Truancy Officer. Truancy is considered to be missing 5% of school days.

DRUG/ALCOHOL SCREENING

Drug/alcohol testing will be conducted only when deemed necessary by Mades-Johnstone Center staff in support of the MVSEC Substance Abuse Policy for students. Parents are not responsible for the cost of such a drug/alcohol screening requested by Mades-Johnstone Center staff. Parents are responsible for the cost of such a screening if such testing is specifically requested by parent(s)/guardian(s).

EXPECTATIONS FOR CONDUCT

Students are expected to conduct themselves in school following the Safe Schools Program rules and the behavioral expectations of their program. The administration and/or the classroom treatment team will determine the consequences of misconduct. Not adhering to the following can lead to a write-up, which is an infraction:

1. Students are expected to address all staff respectfully by using their proper titles and names in an appropriate tone and manner.
2. Sleeping during the school day is prohibited and may result in an infraction.
3. Students are expected to adhere to all district transportation rules.
4. Students may not possess, use, distribute, purchase, or sell smoking material or any tobacco-related items (cigarettes, electronic cigarettes, lighters, matches, etc.) on the bus or campus at any time.
5. Students may not possess, use, distribute, purchase, or sell alcoholic beverages on the bus or campus at any time. Students may not bring any open containers into the building.
6. Students may not possess, use, distribute, purchase, or sell any of the following on the bus or campus at any time.
 - a. Any illegal drug, controlled substance, or tobacco products.
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.

- d. 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.
 - e. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to (a) ingest, inhale, or inject illegal substances or controlled substances into the body and (b) grow, process, store, or conceal cannabis or controlled substance.
- 7. 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. This may result in expulsion from the Safe Schools Program.
 - 8. Students are prohibited from bringing any bag/backpack/sack or personal items to or from school. Students may only bring a lunch.
 - 9. Students may not bring glass containers of any kind. No aerosols, sprays, perfume, or cologne allowed.
 - 10. Students are prohibited from exiting the building except for PE and community service hours and must be accompanied by an adult throughout the building at all times.
 - 11. 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.
 - 12. Students are not allowed to send, receive, or possess sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”
 - 13. Students are expected to not be disruptive in class (no swearing, appropriate school discussion topics, appropriate voice level). Behaviors that disrupt the learning of other students will be re-directed by staff. Continued disruptions will result in an infraction or expulsion from the Safe Schools program.
 - 14. Students attending the Safe School program may not be allowed to attend any events or be on home-school grounds of their school district or any other school district's property at any time. This depends on the terms of the agreement in lieu of expulsion.

AGGRESSIVE BEHAVIOR

The MVSEC Board recognizes certain behaviors and types of conduct that, if tolerated, would significantly impact the learning environment, impeding effective teaching and learning. These

behaviors, characterized as violent or aggressive, will not be tolerated and will result in immediate district action.

Students exhibiting violent or aggressive behavior or warning signs of future violent or aggressive behavior shall receive appropriate intervention to alter or modify the behavior before a disruptive incident occurs and shall be subject to disciplinary action when appropriate.

When such behavior or conduct constitutes a violation or potential violation of law, law enforcement authorities will be involved.

Violent or aggressive behavior is any direct or indirect verbal or behavioral expression of intent to inflict harm, injury, or damage to persons or property. A threat of violence and/or aggression implies risk or violence and the probability of harm or injury.

Violent and/or aggressive behavior or conduct includes, but is not limited to, the following:

1. Bullying and Harassment – see below.
2. Defiance - bold resistance, challenge, or opposition to a legitimate authority.
3. Discriminatory slurs - insulting, disparaging, derogatory, or demeaning comments made directly or by innuendo regarding a person's race, gender, sexual orientation, religion, national origin, ethnic background, or disability.
4. Extortion - the use of verbal or physical coercion or intimidation to obtain money or property from others.
5. An act intended to threaten, frighten, or coerce another person into submission or discourage or inhibit by or as if by threats.
6. Physical assault or battery – the imminent threat of or the act of striking or touching an individual or the individual's personal property with the intent of causing hurt or harm.
7. Possession, threat with, or use of a weapon.
8. Sexual Harassment.
9. Stalking – the persistent following, shadowing, contacting, watching, surveillance, or other threatening actions that disrupt an individual's sense of well-being or personal safety.
10. Verbal abuse – includes, but is not limited to, swearing, cursing, screaming, making obscene gestures or threats in person, by telephone, or in writing at an individual, his or her family, or a group.
11. Students may not use, possess, control, or transfer a firearm or "look alike," 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. A firearm, for the purposes of this section, means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

DISCIPLINE:

Infractions will be handled as follows:

1. Parents/Guardians are notified by phone after the **1st Referral of Infraction**, and a meeting is set with parent and student as a prevention effort so that a pattern of absences/behavior is not established. The home school district will be notified of the meeting and encouraged to attend.
2. After the **2nd Referral of an Infraction**, the parents will be notified by phone, and the parent and student will require a meeting and a representative from the student's home district to review the terms of successful program completion.
3. After receiving the **3rd Referral of Infraction**, the parents and home district will be notified by phone/mail that the student is excluded from the Safe Schools program and recommended back to the student's home district board of education.
4. **If a student violates a serious school safety policy, such as weapons, drugs, assault, or inappropriate use of technology, there will be an automatic recommendation for dismissal from the Safe Schools program. This will be regarded as a 3rd infraction notice.**

For purposes of these rules, the term "possession" includes having control of, 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 or backpack; (c) 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.

Students bringing unauthorized objects into the school or on the bus to and from school will be subject to disciplinary action by the school and, if necessary, public law enforcement officials. Any unauthorized items will be confiscated and may be turned over to law enforcement officials or disposed of. Certain confiscated items may be held for a parent to pick up by the end of the semester. Safe Schools is not responsible for items lost or damaged.

GANGS OR GANG-RELATED ACTIVITIES

Safe Schools prohibits the presence of gangs, gang activities, or other undesirable groups that interfere with and/or disrupt school and school activities. A gang is defined as any group of two or more persons not affiliated with school or school-sponsored activities whose purposes include disrupting the learning environment and/or committing illegal acts.

Students in violation will be subject to disciplinary action by the Administration, including possible police involvement for the following:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that is evidence of membership or affiliation in any gang, drug or alcohol reference.
2. Commit any act or use any speech, either verbal or non-verbal (gestures, handshakes, etc.), showing membership in or affiliation with a gang;
3. Use any speech or commit any act to further the interests of any gang or gang activity, including but not limited to:
4. Soliciting others for membership in any gangs;
5. Requesting any person to pay protection or otherwise intimidating or threatening any person;

6. Committing any other illegal act or other violation of school district policies;
7. Inciting other students to act with physical violence upon any other person.

INTERNET

The use of the Internet is a privilege, not a right. The failure of any user to follow the school internet use policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Students may have access to the Internet only and should not access drives/apps/websites outside of the Edmentum system.

TELEPHONE USE

Students may not use school telephones without the permission and direct supervision of a Safe Schools faculty member.

DRESS CODE

Student dress sets a school's tone and influences how students behave. Students' dress and grooming must not disrupt the educational process, interfere with maintaining a positive teaching/learning climate, or compromise reasonable health, safety, and decency standards at school or school-sponsored events. The word "clothing" includes accessories such as rings, earrings, necklaces, purses, backpacks, chains and shoes.

The following are prohibited:

- Clothing that is considered to be disruptive to the learning environment will not be allowed on any student.
- Clothing that depicts the use of tobacco, alcohol, or illegal substances.
- Clothing that depicts graphics or wording with sexual, vulgar, lewd, or indecent meanings or connotations, or clothing which by community standards is indecent for purposes of educational and school activity. Students must be adequately clothed.
- Clothing that identifies a gang or group whose purpose or effect is to interfere with the operation of the school or school activities or the safety and security of students and staff.
- Clothing, usually worn over indoor clothing for protection from outside elements, may not be worn during the school day except as required for religious or medical purposes. This would include coats, jackets, scarves, and gloves.
- Wearing hats/head coverings (for affiliation, fashion, holiday, or school spirit events) is prohibited in school. Hats and head coverings should be left in the locker and may not be worn in school from the beginning until the end of the day. This policy excludes head covering required by religious observance.
- Clothing that may damage school property or be readily used as a weapon.
- Clothing with graphics or wording that depicts violence in any form.

Building principals shall have the authority to exclude any student for violation of the dress code temporarily.

CAAEL SPORTS LEAGUE

All students may be eligible to play in one of the CAAEL sports teams at Mades-Johnstone Center. To be able to participate, the student must be in good standing with behavior attendance and have completed 80% of school work. Eligibility will be determined every week by an administrator.

LUNCH

Safe Schools provides hot food services to all students. Breakfast and lunch are provided to all students free of cost. If your student does not wish to order a hot lunch, he/she may bring a ready-to-eat sack lunch daily. Any food wrapped in foil will be opened and examined. Students remain in their classrooms during the lunch period. Microwave ovens are available for student lunches. Students may bring one beverage in an unopened container, excluding glass.

MEDICATION

If a student must take medication during school hours, either on an on-going basis or for a short interval to treat a specific illness, it is possible only under the following conditions:

1. The Medication Administration Form (available on the school website) is filled out and signed by the physician and parent/guardian.
2. The school nurse will be provided with a medication supply as per the Safe Schools Medication form.
3. Parents should drop any medications in their original container labeled with the student's information and dosages. Medication should either be given directly to the school nurse or the building principal. Students are not permitted to carry medication at any time. A student may carry an Epipen for self-administration when an Asthma/Anaphylaxis Medication Authorization is completed and signed by the physician and parent/guardian.

BLOODBORNE PATHOGENS

In an educational setting, it is important for staff to know how to protect students and themselves from bloodborne diseases, such as Hepatitis B (HBV) and AIDS (HIV). The rights and dignity of all staff and students must also be safeguarded.

Staff is annually inserviced on the precautions they can take at school to protect students and themselves against the risk of exposure to bloodborne pathogens. Protective equipment is provided and used to avoid contact with blood. Students are encouraged to stay safe and are helped to fight fears about bloodborne pathogens with facts.

COMMUNICABLE DISEASES

Mades-Johnstone School will observe the Illinois Department of Public Health recommendations regarding communicable diseases.

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

VISITORS

All visitors are required to show identification upon entering the building. For the safety of all students, staff, and visitors at Mades-Johnstone Center, all individuals entering the building will remain in the designated office area.

CHECK-IN/ SEARCH PROCESS

To promote and maintain a safe learning environment, students must go through a search process as they enter the building. The search may involve persons, property, and belongings. Metal-detecting wands may also be used.

SEARCHES

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety, and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as District property.

Certificated employees and school administrators may search a student and/or the student's personal effects (e.g., purses, wallets, book bags, lunch boxes, etc.) upon entering the building. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

School authorities may inspect and search school property and equipment owned or controlled by the school, as well as personal effects left there by a student, without notice to or the student's consent. Students have no reasonable expectation of privacy in these areas or their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches, including searches conducted by trained dogs.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

POLICE-SCHOOL LIAISON

The St. Charles Police Department works in collaboration with our Safe Schools Principal. The officer is a resource for staff and students. After police involvement and/or arrest, a parent conference may be required.

RESTROOMS

Student restrooms are located in the classroom. A staff member who will check the washroom before and after each student's use will escort students to the washroom. All students must use the washroom located in the safe school classroom only.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur throughout the school year. Students are required to be silent and shall comply with the directives of school officials during emergency drills.

SCHOOL HOURS

Students arrive at school at 7:50 am; classes typically start by 8:00 am. Students riding the regular are dismissed at approximately 2:20 pm. Students will not be allowed in the building after 8:00 am unless accompanied by a parent/guardian after attending an appointment (court of physician) with a documented letter stating the reason for tardiness.

TRANSPORTATION

All students are transported by school district-provided vehicle (bus, van, cab). **Students are not permitted to drive to school. A student may be driven to or from school by a parent or guardian only and must be signed in or out by that person. Safe school students are not allowed to ride to school together.** The student must get on and off the bus at his/her own home only. No social arrangements will be made regarding transportation. If a student's address changes, three days' notice must be given to the bus company and/or school.

The bus ride to and from school is an extension of the school day, so all expectations for conduct apply. Improper conduct on a bus may result in disciplinary measures, including suspending bus riding privileges.

WALK-OUTS

Students are not permitted to leave the school building without an escort. If a student leaves the building without a staff member or parent, he/she is considered a "walk-out." Parents are notified, and the school resource officer may be notified of students under 18 or any student staff feels to be potentially harmful to themselves or others. A parent must accompany the student to meet with a teacher and administrator to reinstate the student to class. This could necessitate cancellation of bus service for the following day. This will result in an infraction.

POLICIES (The listed policies are only a summary of board policies governing the district; board policies are available to the public on the www.mvse.org website.)

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities shall be allowed to participate in all district-sponsored services, programs, or activities equally to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

As used in this policy and any implementing regulations, the term "disability" means an individual with a physical or mental impairment substantially limiting one or more of the individual's major life activities. The term also includes individuals who have a record of such impairment or are regarded as having such an impairment. Major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Each service, program, or activity operated in existing facilities shall be readily accessible to and useable by individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed.

The Superintendent is designated the Americans With Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, maintain the District's final Title II self-evaluation document, and keep it available for public inspection at least three years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Principal/Supervisor if they have a disability requiring special assistance or services and, if so, what services are required. This

notification should occur as far as possible before the district-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent as the Title II Coordinator or filing a grievance under the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Complaint Managers for the Uniform Grievance Procedure.

Complaint Manager's Name:	<u>Matt McDonald</u>
Address:	<u>1304 Ronzheimer Ave.</u>
	<u>St. Charles, IL 60174</u>
Telephone No.	<u>331.228.4873</u>

HARASSMENT OF STUDENTS PROHIBITED

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student based upon a student's age, marital status, sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, status of homeless, pregnancy, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical, visual, or electronic, that affects the tangible benefits of education, unreasonably interferes with a student's educational performance or creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation, or bullying are handled according to the provisions on sexual harassment below. The Executive Director shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation, or bullying by including this policy in the appropriate handbook.

Sexual harassment of students is prohibited. Any person, including a District employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct 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
- Substantially interferes 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
- Submitting to or rejecting of such conduct is 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.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, or Complaint Manager. Students may report to a person of the same sex as the student.

Complaints will be kept confidential to the extent possible, given the need to investigate. Students who make good-faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Program Supervisor, or Resident District Administrator for appropriate action.

The Executive Director shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male. The procedure for addressing Student Sexual Harassment is as follows.

- A copy of this policy and accompanying procedures shall be distributed annually in the Student and Staff Handbooks.
- Copies of this policy may be distributed in other ways as deemed appropriate by the District's administration.
- The health education program for grades Kindergarten through 12 shall include age-appropriate instruction, which leads to the student's understanding of sexual abuse and harassment.
- Teachers, Certified School Nurses, and/or School Social Workers shall obtain and disseminate age-appropriate informational materials concerning sexual abuse and harassment.
- The Nondiscrimination Coordinator should follow the Uniform Grievance Procedures.
- The student's parent(s)/guardian(s) will be notified that they may attend any investigatory meetings involving their child. The parents/guardians will be kept informed of the investigation's progress.
- The student's oral or written statements will be kept confidential, except that the Superintendent will be informed of the investigation's progress. District personnel shall, however, comply with the child abuse reporting laws.

Nondiscrimination Coordinator:

Name	<u>Mr. Matt McDonald</u>
Address	<u>1304 Ronzheimer Ave.</u> <u>St. Charles, IL 60174</u>
Telephone No.	<u>331.228.4873</u>

Complaint Manager:

Name	<u>Mr. Matt McDonald</u>
Address	<u>1304 Ronzheimer Ave.</u> <u>St. Charles, IL 60174</u>
Telephone No.	<u>331.228.4873</u>

The Executive Director shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge, concerning employees or suspension and expulsion with regard to students.

LEGAL REF.: Title IX of the Educational Amendments, 20 U.S.C. § 1681 et seq.
34 C.F.R. Part 106.

105 ILCS 5/10-22.5, 5/27-1 and 5/27-23.7.

23 Ill. Admin. Code § 200.10 et seq.

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999).

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harassment), 5:90 (Abused and Neglected Child Reporting), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

ADOPTED: February 1, 2023

RESIDENCE:

Member Districts

Students who are eligible for special education services and are residents of a Member District may participate in the programs available through the Cooperative according to provisions in their IEPs.

Non-Member Districts

Eligible students who are not residents of a Member District may participate in the special education programs available through the Cooperative, provided the student's resident district provides any necessary transportation and pays the Cooperative the per capita cost of educating such students as defined in Section 14-7.01 of the School Code (105 ILCS 5/14-7.01).

LEGAL REF.:

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, and 5/10-22.5a.

105 ILCS 45/, Education for Homeless Children Act.

105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill.Admin.Code §1.240.

Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 235 Ill.App.3d 652 (5th Dist. 1992).

Joel R. v. Board of Education of Manheim School District 83, 292 Ill.App.3d 607 (1st Dist. 1997).

Kraut v. Rachford, 51 Ill.App.3d 206 (1st Dist. 1977).

Adopted: February 2, 2022

Additional resources are available upon request from the student's social worker.

ILLINOIS SEX OFFENDER REGISTRATION WEBSITE

According to the Illinois Legislation enacted on 1/1/07, schools must notify parents that a listing of sex offenders is available at www.isp.state.il.us/sor. Or 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/>.

MANDATED REPORTERS

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.

INSPECTION OF INSTRUCTIONAL MATERIALS

Parents or guardians of any student may inspect any instructional materials used in the schools. Contact the principal's office for an appointment to view these items.

RECIPROCAL REPORTING OF CRIMINAL OFFENSES COMMITTED BY STUDENTS

According to the Illinois School Code, the Police Department School Liaison Officer and the School Principal are obligated to verbally report to each other the following activities when committed by a student enrolled in school:

1. Unlawful use of weapons under Section 24-1 of the Criminal Code of 1961.
2. A violation of the Illinois Controlled Substances Act.
3. A violation of federal or State controlled substance acts.
4. A forcible felony as defined in Section 2-8 of the Criminal Code of 1961.

The complete policy is available from the principal upon request.

SCHOOL VISITATION RIGHTS ACT

Effective July 1, 1993, the School Visitation Rights Act makes it mandatory for private employers, local governments, and school districts to permit unpaid time off from work to attend necessary educational or behavioral conferences at the school where their children attend if the employer employs at least 50 employees (as defined in the Act). However, two other special duties are placed upon school districts. The first is that for regularly scheduled, non-emergency visitations, schools shall make time available for visitation during regular and evening school hours (Section 15-c). The second provision is that each public and private school shall notify parents or guardians of the school's students of their visitation rights (Section 25).

The School Visitation Rights Act is in effect, and the text is available for inspection at Mades-Johnstone Center's office from 7:30 a.m. to 4:00 p.m. If you wish a copy of this Act, please contact the school.

STUDENT AND FAMILY PRIVACY RIGHTS

Any survey information obtained at school will be kept confidential and will not be released without your prior knowledge.

STUDENT RECORDS

School student records are confidential, and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except (1) records that are kept in the sole possession of a school staff member are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information in school student records shall be kept current, accurate, clear, and relevant. All information concerning a student receiving special education services shall be directly related to providing services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to releasing information regarding his or her child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee access to a student's school records without notice to, or the consent of, the student's parent/guardian.

The Executive Director shall implement this policy with administrative procedures. The Executive Director shall also designate a records custodian to maintain student records. The Executive Director or designee shall inform staff members of this policy and shall inform students and their parents/guardians of it, as well as their rights regarding student school records.

TRANSFER OF RIGHTS DUE TO AGE OF MAJORITY

Public Law 105-17, amendments to the Individuals with Disabilities Education Act (IDEA), requires that when a child with a disability reaches the age of majority under State law, both parent(s)/guardian(s) and the child must be notified of the transfer of educational rights one year before the child's eighteenth birthday. When a child with a disability reaches the age of eighteen (18):

- ✓ All rights accorded to the parent(s)/guardian(s) under the IDEA transfer to the child;
- ✓ All rights accorded to the parent(s)/guardian(s) under the IDEA transfer to children who are incarcerated in an adult or juvenile federal, state, or local correctional institution;
- ✓ All rights accorded to the parent(s)/guardian(s) under the IDEA will be afforded to the individual/agency as directed by the court for the child with a disability determined to be incompetent under State law.

Parent(s)/guardian(s) of children with disabilities retain the right to receive ten- (10) day notice before the date of any MDC or IEP conference.

USE OF PHYSICAL RESTRAINT

Reasonably necessary physical restraint may be utilized by a MJS employee:

PHYSICAL ESCORT FROM CLASS

When a student's behavior is disruptive or dangerous it may require the student to leave the area. If a student refuses to leave the room, it may be necessary to physically escort the student from the room. Mades-Johnstone staff receives training in Nonviolent Crisis Intervention and uses those strategies for de-escalation and physical contact with students. Extensive and repetitive physical escorts may result in an IEP meeting to review the Behavior Intervention Plan and the need to consider the appropriateness of the placement.

PHYSICAL MANAGEMENT

Physical management is used when the student poses a physical risk to self or others and is only done by school staff that has been trained in its safe application, with written certification of such training. The Mades-Johnstone staff is trained and certified in Nonviolent Crisis Intervention by the Crisis Prevention Institute.

This intervention is used only as a means of maintaining a safe and orderly learning environment in the school and only to the extent necessary to preserve the safety of students and others, not as a form of discipline. Physical management may include momentary periods of physical restriction or control by school staff designed to: 1) remove a disruptive student, who is unwilling to leave an area after instructed; 2) prevent a student from completing an act that might result in harm to himself, herself or others; or 3) prevent significant damage to property.

All staff who participate in physical management will complete documentation of the event as required by law, and submit it to the principal. Parents will be notified of any incidents

involving physical management. Extensive and repetitive use of physical management techniques may result in an IEP meeting to review the Behavior Intervention Plan and the need to consider the appropriateness of the placement.