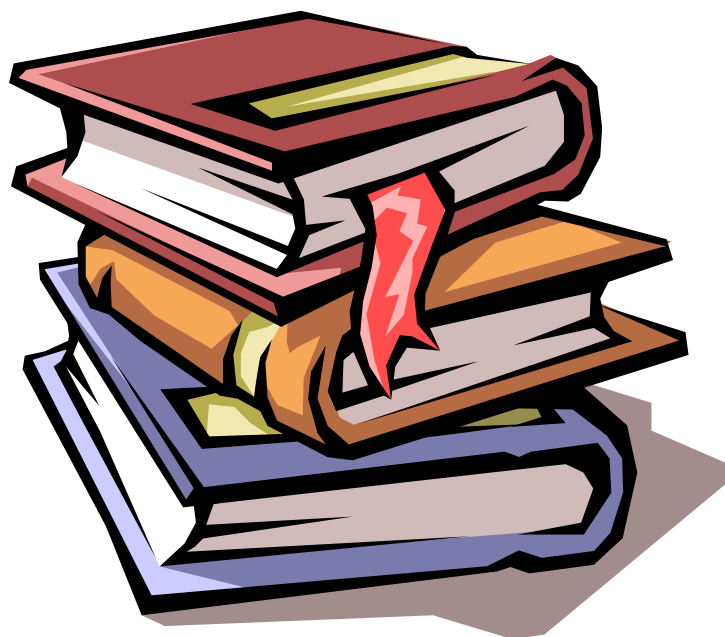


Alternative Ed Center



STUDENT HANDBOOK

2021-2022

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INTRODUCTION

The Alternative Education Center Safe School handbook serves to communicate expectations, guidelines and procedures, which are established to create a positive and safe learning environment. The materials presented address student conduct, promote safety and security, and create a foundation for the greatest academic and long term success. Understanding and implementing the materials presented by students, parents/guardians, and staff will ensure safety and promote the highest levels of overall achievement.

MISSION STATEMENT

The mission of the Alternative Ed Center Safe School is to provide a safe, alternative learning environment which encourages and redirects “at-risk” and chronically truant students, both academically and behaviorally.

PREAMBLE

The St. Clair County Regional Office of Education’s Alternative Education Center does not tolerate drugs, weapons or threatening behavior. Any such act will result in a suspension or expulsion. There are a variety of consequences (discipline) for misconduct. Depending on the seriousness of the situation, there may be more than one consequence for a single event. Nothing in the Discipline Guidelines is intended to restrict the Alternative Education Center from imposing more or less severe consequences if, in the discretion of the Principal or designee, the severity of harm, danger, damage or the potential for harm, danger or damage warrants it, or if one incident involves more than one infraction.

The purpose of this handbook is to ensure consistency in discipline consequences. Each discipline referral will be investigated on a case-by-case basis to ensure just and fair application of these guidelines. The Principal or designee have the discretion to impose a consequence they consider most appropriate for the particular infraction and surrounding facts.

When a student is referred to the Principal or designee for a discipline infraction, the administrator conducts a conference with the student(s). In all cases, a parent/guardian will be notified of disciplinary consequences by a personal phone call. If the administrator is unable to reach the parent/guardian they will try to continue to contact the parent or guardian or may leave a message. In all cases parents/guardians will be notified of disciplinary consequences by letter sent home with the student and also by mail.

IT IS A PRIVILEGE, NOT A RIGHT, TO ATTEND THE ST. CLAIR COUNTY ALTERNATIVE EDUCATION CENTER.

ADMINISTRATION AND ORGANIZATION

The Alternative Education Center (AEC) Safe School is a division of the St. Clair County Regional Office of Education (ROE). The Alternative Education Center offers educational opportunities for students from public schools in St. Clair County, Illinois. The Regional Safe School Program (RSSP) is unique in its design and implementation. AEC Safe School operates under the guidelines of the Illinois State Board of Education as well as State and Federal laws.

The Alternative Education Center Safe School is administered by Susan Sarfaty, Superintendent of Schools for St. Clair County.

STUDENT ELIGIBILITY

Students currently enrolled in grades 5-12 who meet the criteria such as (but not limited to):

- Suspended at least twice for a period of 4-10 days for gross misconduct.
- Arrested by the police and/or reprimanded to juvenile or criminal courts for acts related to school activities.
- Eligible for disciplinary reassignment pursuant to violation of school district "zero tolerance" policies (SB 100).
- Involved in misconduct that can be demonstrated as serious, repetitive and/or cumulative.
- Previously remediated at least once by the local school district.

Once a student is referred to the AEC Safe School program, the AEC administration will begin the process of developing an AEP (Alternative Education Plan). The student, Parent(s)/guardian and home school district official(s) will be invited to a meeting to assist in the development of the AEP. The meeting will also assist in developing:

- Learning objectives (to be stated in the AEP)
- Behavioral objectives (to be stated in the AEP)
- Career goals (high school students)
- Time line for attendance at AEC Safe School

Length of Enrollment: Students are enrolled for the minimum length of one semester. Expulsion eligible students are enrolled per the terms of their expulsion. Continuation of enrollment from one semester to the next for expulsion eligible students may be revoked if students have had multiple absences, tardies, isolations or in/out of school suspensions during previous semester.

Enrollment is not guaranteed and an invitation to enroll may be revoked based on student behavior, lack of attendance or as deemed appropriate by the program staff.

HEALTH REQUIREMENTS

In accordance with the requirements of the ISBE and IDPH, all students who attend the Alternative Learning Center Safe School must have up-to-date physicals and immunizations, including dental examinations. All students must have health records up-to-date with their resident districts. Students entering sixth and ninth grades will be required to provide proof of Tdap vaccination along with the school physical forms that are also required for these grades.

MEDICATION ADMINISTRATION/ILLNESS/FIRST AID

Students should not take medication during school hours unless it is necessary for their 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, the parent /guardian must provide approval for school personnel to dispense medication to the child and otherwise follow the Alternative Education Center Safe School's procedures on dispensing medication.

No Alternative Education Center Safe School employee shall administer to any student, or supervise 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 shall possess or consume any prescription or non-prescription medication on school grounds other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

SELF ADMINISTRATION OF MEDICATION/ILLNESS

A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form". The Alternative Education Center Safe School shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration for medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the Alternative Education Center Safe School 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 medication, or the storage of any medication by school personnel.

Parents must inform the appropriate Alternative Education Center Safe School personnel (secretary, principal, or designee) in the event that a student must take either

over-the-counter or prescription medication while at school. Parents must request in writing that the Alternative Education Center Safe School dispense such medication using the "Medication Authorization Form" (Appendix A). Medication must be per a physician's order and sent in an "original" prescription container issued from a pharmacy.

In the event that a student becomes ill, is suspected of having a medical concern, or requires first aid while at the Alternative Education Center Safe School the building administrator or designee will assess his/her condition. Information provided on the Emergency Contact Form will be used to contact parents or their designee in the event it is necessary to apprise them of their child's condition, recommended treatment, and/or to make arrangements to send him/her home.

VISITATION POLICY

Every effort will be made to protect the student's rights to privacy. To this end, Alternative Education Center Safe School will follow the tenets of Illinois School Student Records Act, the Family Educational Rights and Privacy Act (FERPA). At no time, and for no reason, with the identity of a student at the Alternative Education Center Safe School be given out without the signed consent of his/her parent/guardian. Visitors must report to the office. A written record of the name, date, time and purpose of visitors will be kept. Visitors will be provided with a badge and will be expected to keep this visible at all times. Staff at the Alternative Education Center Safe School is expected to question any un-identified visitor and to direct him/her to the office. The Building Principal maintains the right to approve visits by groups (e.g. university-affiliated site visits by students, etc.).

STUDENTS' RIGHTS

Equal Education Opportunity

Schools must provide all students the opportunity to receive a quality education. Each student has the right of access to a professional staff and the facilities necessary for instructional programs. Students who actively participate in these programs will benefit. The Alternative Education Center Safe School does not discriminate among its students on the basis of race, sex, color, disability, religion, or national origin. Policies expressly prohibit behavior at the Alternative Education Center that will disrupt the educational process and/or damage the dignity, self-esteem, integrity and safety of any individual.

Rights to Access Educational Resources

A student has the right to be informed of school rules and classroom rules.

A student is entitled to be informed of the academic requirements of courses, to be advised of progress, and to have opportunities for assistance. Grades should reflect a teacher's objective evaluation of a student's academic achievement.

Students have the right to use the building, grounds, equipment, and instructional materials necessary to meet the requirements and needs of their curricular programs in accordance with procedures established by the administration.

The student exercising the right to use the resources provided shall also accept the responsibility for the preservation and care of the property. Any unauthorized use of deliberate destruction or defacing of the property shall be deemed in violation of student conduct.

Privacy and Property Rights

Students are entitled to maintain privacy of personal possessions within certain limits and are responsible for those personal possessions. A student may not bring onto school property any substance, object, or material prohibited by law or school policy. School officials may inspect such items on school property at any time with or without specific reason to do so. In addition, school officials may search a student's person or personal possessions, such as backpacks, purses, and cars parked on school grounds, if school officials have a reasonable suspicion that the search will reveal the presence of prohibited or illegal materials.

Freedom of Expression

Every student has the right to form, hold and express his or her own ideas and beliefs. The encouragement of this right requires that each student be permitted to disclose and express an idea in the proper educational setting without penalty, embarrassment, or any reflection in academic evaluation. The administration and faculty have the obligation to maintain an environment conducive to the free exchange of ideas and to study and learning. This is not to be construed to mean that students will not be graded for their acquisition of information, its organization into useful systems, and generalizations or conclusions drawn from it.

Students are permitted to express themselves, as long as the expression does not materially and substantially disrupt the operation of the school, is not vulgar, obscene, or profane and otherwise complies with the law, and school policy.

Obscene, vulgar, and profane expressions of any kind and any expression that advertises or promotes the use of drugs, alcohol, or tobacco are prohibited.

No form of expression shall interfere with the rights of others to express themselves or with the conduct of school or classroom activities.

STUDENT RESPONSIBILITIES

All students have the responsibility to:

- Attend school daily.

Students must attend daily unless ill or legally excused.

- Be on time.

Punctuality is a demonstration of responsibility which will directly effect lifelong experiences, including careers, appointments, etc. When a student enters the classroom tardy, the student has not only missed opportunities to gain the most knowledge through lessons presented, they are also potentially interfering with others opportunities to learn due to distraction. Development and demonstration of this sense of responsibility will provide great effects for success of future endeavors.

- Be prepared.

Students must have appropriate materials for class; assignments, writing utensils, additional class supplies, etc. Students must be alert and ready to learn to achieve the greatest levels of success.

- Demonstrate responsibility by completing all in-class and homework assignments, reports, essays, projects, etc. and meet all deadlines.

Education is most effective when students participate in class and complete all requirements.

- Abide by school rules.

All students have the right to an education without interference. Rules and regulations are designed to promote a positive environment to enhance learning, thus must be followed.

- Be cooperative.

Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Demonstration of cooperation provides for safety and well being of students and staff alike. Working together assists with progress in endeavors which will create a strong foundation for short and long term goals.

- Respect self, others and property.

Being respectful starts with oneself. Following dress code, demonstrating personal hygiene, and completing required tasks asked will allow for the foundation of a solid and positive self-esteem. Being respectful to others through the use of appropriate language, tone and personal space, demonstrates the ability to listen, and also then be heard. Being respectful to property, including utilizing materials dedicated to personal use, as well as leaving the environment in the same, if not better condition as initially utilized, will allow for the continuous use of space for future citizens. Safety of self and others is a primary focus and unsafe demonstrations will not be tolerated. Assessment and then appropriate consequences will be utilized. Any damage to property will not be tolerated and result in the student being held responsible for their actions.

- Demonstrate responsibility by seeing that school correspondence to parents reaches home on a daily basis.

Education is a partnership between home and school. Students must demonstrate responsibility by doing their part by delivering a daily correspondence, progress reports, attendance information, report cards, and any other school correspondence. This also allows for the communication to be maintained with families and the school personnel on a consistent basis.

PHILOSOPHY OF STUDENT CONDUCT

An environment which demonstrates a focus on RESPECT, RESPONSIBILITY, AND COOPERATION, is the goal of the Alternative Education Center Safe School. Demonstrations of these qualities will guide students in a direction to best prepare for all current and future endeavors, including a quality education, while ensuring safety and security is maintained. Guidelines are established and expected to be followed. Violation of the guidelines established will result in varying consequences, depending on the circumstances.

DRESS CODE

The following is the dress code for AEC Safe School Students:

- Polo Shirt (Light Blue, Navy Blue, White, Black, Maroon, Grey)
- Dress Pants (Blue, Black, Khak, greyi) – Must be solid colors
- Pants must be worn at waist height. Any undergarment exposure is unacceptable. NO exceptions.
- Tennis shoes ONLY
- $\frac{3}{4}$ Zip pullovers ONLY (Solid Blue, White, Black, Maroon, Grey)
- Sweatshirt (Solid Blue, White Black, Maroon, Grey or Home School Logo)
- Bermuda shorts-Knee Length (Blue, Black, Khaki)
- Layered shirts must be one of the color choices listed above

The following items are NOT allowed:

- NO jeans/leather pants
- NO leggings
- NO yoga pants, sweatpants/workout or exercise wear, spandex
- NO hoodies
- NO skirts or dresses
- NO sleeveless or see-through shirts
- NO flip flops, sandals, bedroom slippers or boots
- NO coats and jackets
- NO chains, wallets, necklaces
- NO headgear; bandanas, hats, sunglasses, sweatbands

IF IT IS NOT ON THE LIST, DON'T WEAR IT.

Any inappropriate individual form of expression that inhibits the learning process will NOT be tolerated. Students should dress in a manner that, in addition to the guidelines, takes into consideration the educational environment, safety, health and welfare of self and others.

Students who cannot comply with this policy due to economic hardship will be provided assistance. Those students are directed to contact the Superintendent's office for an economic hardship application.

DRESS DOWN GUIDELINES

- You are **NOT** required to wear your school uniform.
- Jeans must be clean and have **no holes or frays** in them. Jeans must be worn at or above the waist.
- Shorts **MUST** fall at least three inches above the knee or may be longer.
- Shirts must be long enough so no skin shows when raising your arms.
- Shirts cannot have any inappropriate pictures or wording on them.
- Shirts must not be revealing, i.e., may not fit too tightly, be see through, be buttoned too low.
- **NO** tank tops.
- **NO** Skirts/dresses.
- **NO** Leggings, Yoga pants, workout or exercise wear.
- Loose joggers acceptable.
- Pants must be worn at waist level or higher. **NO** exceptions.
- **NO** hooded sweatshirts, jackets or coats.
- Jewelry may be worn as long as it does not represent anything offensive.
- Tennis Shoes **ONLY**.

Attire which causes a distraction or alters the learning environment for self or others is NOT acceptable and will be determined based on staff discretion.

STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING

The St. Clair County Regional Office of Education (ROE 50) believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Regional Office further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of ROE 50, bullying in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation or harassment that:

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property.
- is sufficiently severe, persistent, or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm.
- occurs when there is a real or perceived imbalance of power or strength.
- may constitute a violation of the law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms, including, but not limited to:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly or through another person or group, or through cyber-bullying.
- exposure to social exclusion or ostracism.
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting.
- damage to or theft of personal property.

Cyber-bullying: Cyber-bullying is, but is not limited to, any act of bullying committed by use of electronic technology or electronic communications devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums or mailing lists, or other ROE property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing,

and social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Students who believe they or other students are being bullied should report their concern to any staff member of the school. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in school policies and administrative regulations.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant school policies shall be followed.

Law enforcement authorities shall be notified any time district officials have a reasonable belief that an incident of bullying is in violation of the law.

PHYSICAL CONTACT

Policy:

The Alternative Ed Center Safe School Program has a no physical contact policy for students. **No student(s) are to have any physical contact** while on the Alternative Ed Center Safe School premises. This includes, but is not limited to; handshakes of all variations as well, unless otherwise prescribed.

Violation of this policy may result in suspension. If behavior continues, additional consequences may result. See attendance policy # 1 (Discretion of Principal or Designee)

DRUGS AND ALCOHOL

1. Possession/sales of illegal substances and look-alike drugs:
 - a. If a student is found to possess or be selling/buying illegal drugs or look-alike illegal substances or alcohol at school, the student will be suspended and administratively transferred back to their home school. Parent will be notified by phone and given written notification of the offense and their further rights.
 - b. Confiscated drugs/alcohol will either be destroyed by the Alternative Ed Center Staff or turned over to the police.
 - c. Police (RSO) may be called and asked to remove the student from school premises. If this is deemed necessary, parent will be notified.
2. Possession of drug or tobacco paraphernalia:
 - a. If a student is found to possess drug or tobacco paraphernalia, the items will be confiscated and destroyed. The student will receive a suspension. The parent Guardian will be notified of the incident.
 - b. For repeated offenses, in addition to the above consequences, a student may be requested to attend substance abuse counseling and may be administratively transferred back to their home school. Parent will be notified by phone and given written notification of the offense(s) and their further rights.
3. Drug-related searches:
 - a. Searches of a student may occur if there is reasonable cause to believe the student may be in possession of illegal drugs/alcohol or is under the influence of drugs/alcohol, or has a history of both.
4. Suspicion of being under the influence of drugs/alcohol:
 - a. If classroom teachers have reasonable cause to suspect that a student is under the influence of drugs/alcohol, the Principal and/or staff will evaluate the student.
5. Drug Discussions:
 - a. Any student engaging in discussion that encourages the use/abuse or sale of illegal drugs, alcohol or tobacco will be given consequences deemed necessary by AEC Safe School staff/administration.

6. Tobacco:

- a. Smoking for students is prohibited on the AEC Safe School campus.

SMOKING POLICY

Illinois law prohibits the use of tobacco on school property by school personnel, students or any other person. There may be no use of tobacco on school grounds at any time. Smoking on campus, in the parking lots, on the bus or in the areas used by the school is prohibited, and student offenders are subject to disciplinary action. Being caught in the actual act of smoking, “holding” a cigarette, whether it is lit or unlit, and whether it is the student’s or a friend’s or being with others who are smoking, will cause the student to be subjected to disciplinary action.

WEAPONS

Policy:

A student who uses, possesses controls or transfers a weapon or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for a definite time period of at least one calendar year. The Regional Superintendent, however, may modify the expulsion period on a case-by-case basis. A “weapon” means possession, use, control, or transfer of any object which may be used to cause bodily harm, including, but not limited to, firearms, knives, guns, rifles, shotguns, brass knuckles, and billy clubs. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, scissors, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Alternative Ed Center Safe School Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

Procedures:

1. The Alternative Ed Center Principal and/or the RSO will arrange meetings, as needed, between school officials and individuals representing law enforcement to share information.
2. The Police Department and the AEC Safe School administration/ RSO will correspond about following activities when committed by a student enrolled in the Alternative Ed Center Safe School:

- * unlawful use of weapons under Section 24-1 of the Criminal Code of 1961
- * a violation of the Illinois Controlled Substances Act
- * a violation of the Cannabis Control Act
- * a forcible felony as defined in Section 2-8 of the Criminal Code of 1961

- a. The reporter should identify the student by name and describe the circumstances of the alleged criminal activity. Local law enforcement officials must certify in writing that the information received from the school will not be disclosed to any other party except as provided by State law without the prior written consent of the student's parent(s)/guardian(s).
 - b. The report should be made as soon as possible after the AEC Director reasonably suspects that a student is involved in such activity.
 - c. The AEC Administrator's duty to report such activity arises only when the activity occurs on school property.
3. The State's Attorney shall provide to the Regional Superintendent a copy of any delinquency dispositional order where the crime would be a felony if committed by an adult, or was a Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1, or 24.5 of the Criminal Code (weapons offenses).
 4. Local law enforcement shall provide a copy of all arrest records, and the State's Attorney shall provide a copy of all conviction records, to the Regional Superintendent if the record involves a student who is arrested or taken into custody after his or her 17th birthday.

Legal Ref: 105 ILCS 5/10-20.14
705 ILCS 405/1-7 and 1-8 (F)

STUDENT INTERROGATIONS, SEARCHES, & ARRESTS

Interviews

School officials may question students regarding matters related to school without limitation. The parent will be contacted if a student is then subject to discipline for a serious offense.

When child abuse is alleged: If a child protective services worker or peace officer enters the campus requesting to interview a student attending the school, AEC Safe School personnel will cooperate with the child protective services worker or peace officer.

If a peace officer enters the campus requesting to interview a student attending the school regarding an occurrence outside of school or for abuse, the parent will be contacted. When a peace officer is present on the campus to interview students at the request of school authorities, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Searches

School officials and SROs are authorized to conduct a search when on school grounds, in a vehicle owned, leased, or otherwise used by the school, or at a school activity, when there is reasonable suspicion that the search will result in the discovery of:

- contraband (includes all substances or materials prohibited by school policy or state law).
- any material or item which presents an imminent danger of physical harm or illness.
- any materials otherwise not properly in the possession of the student involved.

School lockers, desks, and student storage areas are school property, which the school has made available for use by students for educational purposes and school officials have the right to inspect lockers, desks, and student storage areas in discharge of their duties.

When there is reasonable suspicion that contraband, materials, or items which present an immediate danger of physical harm or illness are in a student automobile, school officials have the right to search the automobile when it is parked on, or being operated on, school property. When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place. Reasonable efforts shall be made to notify the student's parent when a search is made.

Personal searches may be conducted by a school official when there is reasonable suspicion that a particular student is in possession of contraband, materials, or items which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the students shall be limited to:

- searches of the pockets, shoes, and socks of the student.
- searches of any item in the student's possession, such as a purse, backpack or briefcase.
- pat-down searches (conducted by a staff member of the same sex and an adult witness in a private setting).

When extreme emergency conditions require a more intrusive search of the student's person, school officials may contact local law enforcement or utilize the SRO. Contraband materials as identified in the introduction above may be seized when found in the course of a search. Any such items may be, but not limited to:

- returned to the parent or guardian of the student from whom the items were seized.
- offered as evidence in any suspension or expulsion proceeding if they are tagged for identification when seized.

- turned over to local law enforcement.
- destroyed.

Students, as part of the admittance into the Alternative Education Center Safe School program may be required to partake in a daily/random search. This decision will be a case by case scenario and will be committed to by both student and parent/guardian, in writing upon acceptance into the program. **Refusal to participate in the searches, if part of the intake guidelines, will revoke the student's eligibility from the Alternative Education Center Safe School Program**

Search Warrants

If a search warrant is served, school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort will be made to cooperate with law enforcement.

Arrests

When a peace officer enters a campus providing a warrant or subpoena or expressing intent to take a student into custody, the officer shall request the peace officer establish proper identification. The school staff shall cooperate with the officer in locating the student within the school. Unless asked not to by a peace officer, school officials will notify parents/guardians of the arrest or may, if necessary, explain the relinquishment of custody by the school and, if known, the location of the student.

GANG ACTIVITY OR ASSOCIATION

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, handshakes, graffiti, pictures, drawings, etc. or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the Alternative Education Centers position that such activities and dress also present a clear and present danger to other students and staff members.

ELECTRONIC DEVICES, CELLULAR PHONES, ETC

Policy:

In an attempt to provide a safe, secure learning environment, all electronic devices, cell phones, iPods, MP3 players, game systems etc. will be turned off and turned into the office upon arrival in the school building. **At no time shall a student use or have in their possession a cell phone or any other electronic device after they are checked into the building.** All electronic devices will be kept in the main office until dismissal from school.

Procedure:

The following procedure will be followed for students violating the electronic device/cell phone policy:

1. The device will be taken from the student and turned over to the AEC Safe School Administrator/Designee. Student may pick up after school.
2. Repeated offenses: the device will be kept at the AEC Safe School until the Parent/Guardian of the student comes to the AEC Safe School to meet with the student and the AEC Safe School Administrator or Designee.
3. Students who do not comply will be sent home.

INTERNET USAGE

Policy:

The Internet is a tool to be utilized by the Alternative Ed Center students strictly for educational research and study. If a student desires to do an educational search he/she must first obtain permission from a staff member. Secondly, students shall refrain from all sites that contain any nudity, profanity, gang activity, drug usage, physical violence, weapons and any others deemed inappropriate by AEC Staff. To be allowed to access the internet, students and their parents/guardians are required to sign a waiver to confirm the use of the internet will be for school research purposes only as well as accept the terms and conditions of the internet policy. (See Appendix B)

Procedure:

If a student is caught on an inappropriate website (depending on its nature), the following disciplinary procedures will be administered unless the severity of the behavior precludes the use of some of the less intrusive methods listed below. (Administration's Discretion)

1. First Offense - A warning to exit from the site.
2. Second Offense – Loss of internet usage for 5 days.
3. Third and Subsequent Offenses - As deemed appropriate by the AEC Safe School Administration/Designee, which could include, but are not limited to, Loss of internet privilege for remainder of enrollment, suspension with possible termination from the program.

POLICE INVOLVEMENT

Policy:

Some students are referred due to their propensity toward physically aggressive and illegal behaviors that create a danger to themselves, others and school property.

The administration and staff have the responsibility to ensure the safety of students, staff and school property and to ensure the smooth, efficient, and orderly functioning of the program. Additionally, in keeping with the techniques and principles of the existing behavior modification program, it is imperative to provide clear-cut, natural consequences for illegal actions.

Procedures:

The following circumstances may warrant the need for police involvement:

1. Physical aggression against any staff member of Alternative Ed Center
2. Physical aggression against another student.
3. Possession of controlled substance/alcohol.
4. Possession of lethal weapons.
5. Extremely violent, out-of-control behavior.

In conjunction with police involvement, parent will be notified of Alternative Ed Center action and requested to intervene. If parents are not able to be contacted immediately, continued efforts will be made to contact them at all available phone numbers throughout the day.

Any police involvement will be accompanied by a suspension from school and parents will be required to return to school with student for a disciplinary conference.

Should a student be physically aggressive towards a staff person, charges of physical assault may be pursued. The determination to involve the local police will be made by the administrative staff based on input from all involved. If a student commits a physically aggressive act towards property of others that is considered to be extremely

dangerous, the student may receive a suspension from school. The parent/guardian may be asked to return to school with the child to attend a disciplinary conference to review the incident. All situations will be dealt with on an individual basis.

PERSONAL PROPERTY

The Alternative Education Center assumes no responsibility for student personal items that are lost or stolen on school property. Students are discouraged from bringing costly, fragile, or irreplaceable items to school that cannot be secured by the owner. Book bags, purses, wallets, backpacks and athletic bags may be brought to school but will be placed in an unsecured environment and are not the responsibility of the Alternative Education Center. Bring such items at your own risk.

MEDICATION

All prescription medications must be in their original container and must be stored in the office. A medication disbursement form must be completed by the student's doctor.

All over-the-counter medications must be provided to the school in the unopened packaging in which it was purchased and will be stored in the office. Parent permission, in writing, must be completed prior to disbursement of this type of medication.

Medications may not be carried throughout the school or shared with others. Failure to follow these rules could lead to consequences, including suspension or removal from the program.

COMMUNICABLE DISEASES

- **Chickenpox**-Student must stay home from school a minimum of 6 days after the last eruption with all pox having scabbed over or fallen off. The nurse will check the student upon returning to school.
- **Pink-eye** Student must stay home 2 days with treatment or until there is no longer discharge or matting of the eyes.
- **Strep throat** Student may return to school after having been on 24 hours of medication, usually an antibiotic prescribed by the doctor.
- **Rashes** Student with a rash or anything else that may be contagious to other students will require that the student be kept or sent home.

- **Head Lice/Scabies** Student may return to school after treatment with medicated shampoo for Head Lice and medicated lotion for Scabies. If nits are still present in the child's hair when he/she returns to school (after treatment) then he/she will be sent back home. Students will be checked by the school nurse upon returning to school.
- **Fever** Student must stay home 24 hours FEVER FREE before returning to school.
- **Vomiting** Student must stay home 24 hours after vomiting has stopped.
- **Ringworm** Student must stay home for at least 48 hours after treatment.

STUDENT TRANSCRIPTS

Student transcripts are issued every quarter (approximately nine weeks). They are used to evaluate progress, preparation, effort and behavior.

The following grading scale is used:

A	100 – 90	A- Superior
B	89 – 80	B- Good, Above average
C	79 – 70	C- Average
D	69 – 60	D- Below average-yet passing
F	59 & below	F- Failing
		P- Passed Course Objective
		I- Incomplete

Parent-teacher conferences are held at twice a year, mid-semester. Parents will receive a written progress report at this time.

Parents will receive report cards at the 1st and 3rd quarter conferences. Report cards for 2nd and 4th quarters will be mailed home.

ATTENDANCE POLICY

Parents must call the school by **9:00 A.M.** at 618-233-6874. An answering machine is available for your convenience; please leave your name, your student's name, the reason for the absence and a number where you can be reached. Also, students must bring a signed note to school following all absences. Without a call and a note, the absence will be unexcused.

1. Students will be allowed four (4) excused absences per semester due to illness or sickness, if accompanied by parent notification (phone message by 9:00 A.M. or note

upon student return). This maybe altered if student has not attended an entire semester, based per diem.

2. Any excused absences beyond four (4) days per semester will require a doctor's note.
3. Three (3) unexcused absences will result in one (1) day in-school suspension and a notification letter home to the parent.
Six (6) unexcused absences will result in two (2) days in-school suspension and a notification letter to the parent and the home school.
Nine (9) unexcused absences will result in a notification letter to the parent, the home school and the St. Clair County truancy coordinator.
4. High school and middle school students who arrive after 8:50 A.M. will be counted ½ day absent. (This policy does not affect students who arrive late due to school-sponsored transportation.)
5. Students are not permitted to leave the center grounds without the authorization of the Alternative Education Center Safe School Administration.
6. Students who attend school but sleep or refuse to do work will have a scheduled meeting with their parent/guardians and Alternative Education Safe School Administration.

Attendance reports to Home School:

1. Attendance will be taken daily.
2. Home school will receive student attendance reports monthly.
3. All student attendance reports will become part of student records.

TARDINESS

Policy:

Students are required to be in attendance and checked in inside the school building by **8:35 A.M.** Students entering the building after the required time will be determined as tardy for that attendance day. Excused tardies will be granted for late arriving buses or a set of circumstances deemed unavoidable by the school administration.

Excessive Tardiness Procedures:

1. Three (3) tardies = Lunch detention
2. Six (6) tardies = Lunch detention
3. Nine (9) tardies = Day of in-school suspension

4. Ten (10) tardies = Parent/Guardian meeting

Tardy Reports to Home School:

1. Tardies will be recorded.
2. Home schools will receive student tardy reports on a monthly basis.
3. All student tardy reports will become part of the student's record.

TRANSPORTATION

Arrival and Departure Policy and Procedures

1. Students are not to be dropped off before 8:00 A.M. and are to be picked up by 2:30 P.M. **No** Staff member is responsible for a student before 8:00 A.M. or after 3:00 P.M. **After 3:00 P.M.**, students will be turned over to the Belleville Police Department for safety precautions.
2. When arriving at Alternative Ed Center, students are to go to their designated area and remain in view of the school staff.
3. Students are to ride their designated bus.
4. Students **NOT** riding their designated bus must provide the following:
 - a. Written note signed by their parent/guardian no later than the morning of the day of the altered transportation.
 - b. Notes must have a phone number where the parent can be reached.
 - c. Parent is required to come **into the school building** to pick up the student.
5. Students requiring transportation home from school by a fellow student must provide written consent from the parents of both students. This written consent will be kept on file.
6. **NO student** will be allowed in or near a fellow student's car **before or after school.**
7. Students are to come inside the building once they arrive on school grounds (see page 16 for definition of school's jurisdiction). Failure to enter the building upon arrival may result in consequences deemed necessary.
8. Mode of transportation to and from school will be determined at the intake meeting And will not be altered unless the above guidelines are followed.

DRINK CONTAINER POLICY

Students are not allowed to enter the school building with an opened drink. Drinks including energy drinks which have not been opened, should be locked up for the day and returned when school ends for the day. Drinks which are opened must be disposed prior to entering the building.

DISCIPLINE

Policy

In order to safeguard the rights of students, while at the same time creating a safe, orderly learning environment, Alternative Ed Center has adopted the following discipline policy.

These procedures are also therapeutic in nature and are based upon the Alternative Ed Center philosophy. They are devised to provide the most positive learning experience while at the same time teaching students self-control, responsibility and personal accountability.

If a student exhibits inappropriate behavior, the following steps will be taken, unless the severity of the behavior precludes the use of some of the less intrusive methods listed below.

Procedures

1. Knowledge of policies and procedures:
 - A. Parent/guardian will be given a copy of the written policies and procedures of the AEC prior to or upon admission of the student.
 - B. Student, upon admission, will have all policies, procedures, rules and expectations explained to him/her, in detail by the Alternative Ed Center Safe School administration. Questions will be answered and it will be ascertained that the student understands to the best of his/her ability the policies, procedures, etc.
 - C. Student and parent will sign a contract prior to enrollment.
2. Disciplinary procedures:
 - A. Verbal interventions:
 1. Verbal explanation by staff person regarding the inappropriateness of the behavior and the reasoning for any applicable rules and consequences.
 2. Verbal warning by staff person regarding the re-occurrence of the same behavior.

B. Physical education

Any time a student's behavior or physical condition prevents them from participating in physical education, he/she will be required to complete health curriculum.

C. Suspensions (out-of-school)

1. Students may be suspended due to exhibiting behaviors that pose a danger to themselves, others or school property and behaviors that create a severe disruption of school functioning by not following school policy.
2. Director/assistant director may suspend a student from school for non-compliance of school policy.
3. After the first out-of-school suspension, the home school will be notified. If the home school feels the student is not taking advantage of the opportunity and privilege to attend the Safe School Program, the home school can request the student to be dismissed from the program and the Safe School administration will comply.
4. The following due process procedures will be utilized prior to a suspension from school:
 - a. The student will be given oral notice of the school policy violation.
 - b. He/she will be given an explanation of the reasons/evidence the school possesses against him/her.
 - c. He/she will be given an opportunity to present his/her side of the story.
5. The reason and length of a suspension will be determined by the Alternative Ed Center Administration based upon the severity of the incident.

D. Removal from program:

1. Removal from program may be recommended when a student's behavior significantly deteriorates and other placement is believed to be more appropriate.
2. Removal from program may be recommended if the student

behavior continually impedes the educational environment for other students.

3. Removal from program may be recommended when all other methods of consequence fail to modify the students negative behaviors.

- **A TOTAL OF 12 DAYS OF OUT-OF-SCHOOL SUSPENSION IN ONE SEMESTER WILL RESULT IN REMOVAL FROM THE PROGRAM.**

LUNCH/BREAKFAST PROGRAM

Breakfast and lunch will be provided free to all Alternative Education Center students based on school eligibility of the CEP Grant.

Breakfast will be served from **8:00 A.M. until 8:30 A.M.** Breakfast will **NOT** be available to students arriving after **8:30 A.M.** unless the late arrival is due to school-sponsored transportation.

SCHOOL CANCELLATIONS

Inclement Weather:

Please listen to the radio/T.V. for school cancellations due to inclement weather. Our school will be reported as **R.O.E. 50-Alternative Ed Center.**

Please listen to the following radio/T.V. stations for school closing information:

Radio – AM:

KMOX 1120

TV stations:

Channel 5 Storm watch

Channel 4 Storm Mode

Channel 2

In the event that the student's home school district has canceled school due to inclement weather, the student will be excused on that day.

All home school rules, regulations, policies and procedures outlined in the school handbook apply to the Alternative Education Center Safe School Daily operations as well.

RESIDENCY

Policy and Procedure:

Students who attend the St. Clair County Regional Office of Education Alternative Ed Center Safe School must be registered in the home school district in which they currently reside. The home school district is responsible for verifying residency requirements per their district's criteria for their students.

If a student moves while attending the Alternative Ed Center Safe School, the home school district is notified of the new address of the student.

ASBESTOS NOTIFICATION

An inspection to identify friable and non-friable asbestos was performed at the Alternative Education Center in compliance with new regulations from the U.S. Environmental Protection Agency (EPA). A site-specific asbestos management plan was developed and implemented. This plan describes in great detail how any asbestos exposures are being minimized. Any person interested in reviewing the inspection and management plan may do so any school day between 8:00 A.M. – 3:00 P.M. at the school administrative office.

COMPLIANCE WITH FEDERAL/STATE LAWS AND REGULATIONS

ROE Alternative Ed Center Safe School operates within the framework of applicable federal and state laws and regulations and the policies of Alternative Ed Center (AEC) Safe School.

The policy of AEC Safe School is to comply fully with applicable federal and state nondiscrimination and equal opportunity laws, orders, and regulations. The statutes below are applicable and provide in part:

The Care of Students with Diabetes Act

The Illinois legislature enacted the *Care of Students with Diabetes Act* ("Act") effective December 1, 2010 (105 ILCS 145/1 et. Seq). The Act requires a parent or guardian to submit a Diabetes Care Plan to the school for any student who seeks assistance with diabetes care in the school setting or who has been managing his or her diabetes care in the school setting.

Educational Rights and Privacy Act

The 1974 Family Educational Rights and Privacy Act (Buckley Amendment) as well as the 1975 Illinois School students Record provide for the confidentiality of student school records. These acts ensure that only authorized persons will have access to student records that ROE

Alternative Ed Center Safe School will maintain all necessary records for the lengths of time required by law, and that students and parent /guardian will have access to these records in accordance with the laws.

Title VI of the Civil Rights Act of 1964

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Title IX of the Education Amendments of 1972

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Section 504 of the Rehabilitation Act of 1973

“No otherwise qualified handicapped individual in the United States...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program of activity receiving financial assistance.”

The McKinney-Vento Homeless Assistance Act

The Illinois State Board of Education considers the school enrollment, attendance and success of homeless children and youth throughout the state as a high priority. It is the policy of ISBE that every homeless child and youth be identified as required by the federal McKinney-Vento Homeless Assistance Act. For more information visit www.isbe.net.

Offender Community Notification Law

State Law requires ROE Alternative Ed Center Safe School officials to notify parent(s) guardian(s) that information about sex offenders and violent offenders against youth are available to the public at the following two websites:

The Illinois Sex Offender Registry@ <http://www.isp.state.il.us/sor/> and the Illinois Statewide Child Murderer & Violent Offender Against Youth Registry @ <http://www.isp.stateil.us/cmvo/>.

Elementary and Secondary Education Act

Section 9528 of the Elementary and Secondary Education Act (ESEA) now requires schools to provide student contact information to military recruiters. This information is referred to as “directory information” and consists of name, address, and phone listings. However, the law also provides, under the Family Educational Rights and Privacy Act (FERPA), that parent(s)/guardian(s) have the right to opt out of the release of this “directory information.” A secondary school student or the parent/guardian may request that the student’s “directory information” not be released without prior written parental consent.

To deny sharing “directory information”, the parent/guardian or student must send a written request by October 1 of this school year. This written request should be directed to the director’s office. Questions regarding this matter may be directed to the director.

Notification to Parent(s)/Guardian(s) of Family Privacy Rights

Please note that a student's parent(s)/guardian(s) may inspect certain documents and/or refuse to allow their child or ward to participate in certain surveys. The school will not penalize any students whose parent(s)/guardian(s) exercises this option. Upon their request, military recruiters and institutions of higher learning shall have access to secondary student's names, address, and telephone listings, unless an objection is made by the student's parent(s)/guardian(s).

Survey by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Audio and Video Surveillance

The AEC Safe School is monitored by an Audio and Video Surveillance system.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or student's family.
3. Behaviors or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child or ward to participate in the survey. The school will not penalize any student whose parent/guardian(s) exercise this option.

Family Educational Rights and Privacy Act (FERPA)

ROE Alternative Ed Center Safe School endeavors to protect its students from unwarranted invasion of privacy and to share information with students and parents. If at any time you have any questions regarding the information contained in the school records or have any questions about the release of this information, please contact the school's director.

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; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education record within 15 days of the day the District receives a request for access.

The degree of access a student has to his/her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building director a written request that identifies the record(s) he/she wishes to inspect. The director will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.

A parent/guardian or eligible student may ask the district to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcripts, which

may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate, irrelevant or improper.

A parent/guardian or eligible student may ask the district to amend a record that is believed to be inaccurate, irrelevant or improper. Requests should be sent to the director and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the district decides not to amend the record, the district will notify the parent/guardian or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian of student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest in the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the district discloses educational records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted with consent: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade Level

Birth date and place

Parent/Guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers or sporting or fine arts programs

Academic awards, degrees and honors

Information in relation to school sponsored activities, organizations, and athletics

Major field study

Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building director within 30 days of the date of this notice.

- 7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, requests that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building director.

- 8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
- 9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office of administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605