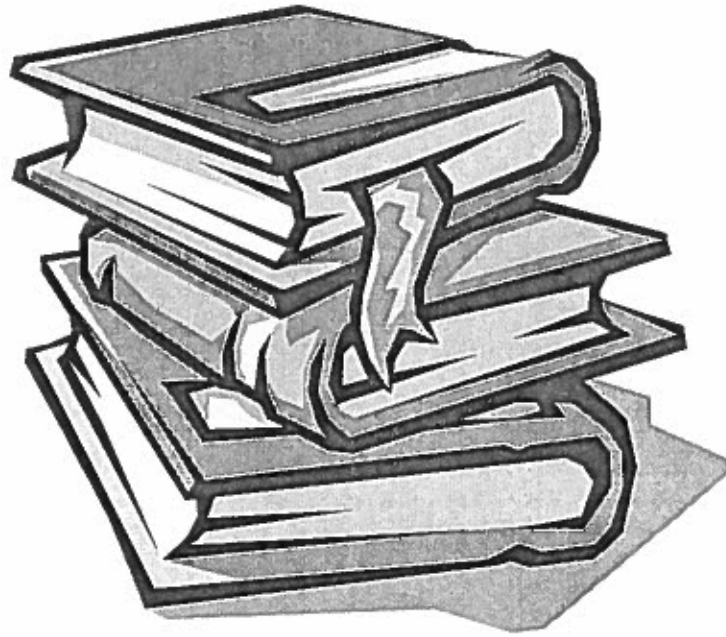


# **Alternative Ed Center**



## **STUDENT HANDBOOK**

**2018-2019**

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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.

*~You will never have this day again, so make it count.~*

**Alternative Ed Center  
SAFE SCHOOL**

Stacy Louderman, AEC Principal  
slouderman@sccroe50.org

Pam Werle, Secretary

Heather Wallace, Lead Teacher

Tracy Gocal, Teacher

Don Zalders, Teacher

Nicole McDonnell, Teacher

Mindi Lembke, Teacher

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Regional Office of Education  
Alternative Ed Center-Safe School  
1722 West Main Street  
Belleville, IL 62226

(618) 233-6874

Hours: 7:45 AM - 3:30 PM

## **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

## **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.

- Respect self, others and property.

Being respectful begins 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 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, sweatpants/workout or exercise wear
- **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.



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.

Violation of this policy may result in suspension. If behavior continues, additional consequences may result.

## 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 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

## 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.

## 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 have parent/guardian notified and be subject to disciplinary action which could include, but is not limited too, dismissal from the program.

## INTERNET USE

### **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.

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 (see Appendix A).

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.

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.

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. 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 Education Center Safe School administration/designee. Questions will be answered and it will be ascertained that the student understands to the best of his/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 Education Center Safe School 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.
4. Removal from the program may be recommended if the student does not  
abide by the signed contract initiating attendance at the AEC Safe School.

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

**LUNCH/BREAKFAST PROGRAM**

**Policy:**

Applications for free and reduced-price meals are available to all households in the  
registration packet or by asking the school secretary. In order to receive these benefits, an  
application must be on file.

Breakfast and lunch will be available. The costs are as follows:

Breakfast: \$ 2.00 Full	Milk: \$ .50
\$ .30 Reduced	Juice \$ .50

Lunch: \$ 3.00 Full
.40 Reduced



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**

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

- 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.

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

## COMPUTER/INTERNET USE AGREEMENT, WAIVER, AND RELEASE

### The Internet

Alternative Education Center Safe School is pleased to offer its students access to the Internet through the computer lab. The Internet is a worldwide communications network through which students may communicate with other Internet users through textual, graphic, and audio transmission. To gain access to the Internet through the computer lab, a student must sign and submit this Internet User Agreement, Waiver, and Release. All students under the age of 18 must also obtain the signature of a parent or legal guardian. In addition to enabling direct communication between users, access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards which exist on computer servers around the world. The AEC Safe School sole intent in providing access to the Internet is to further educational goals and objectives. **Students and parents are warned that users may, either intentionally or unintentionally, access textual, graphic, and/or auditory information which is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to the user or others.** Access to the above material is strictly prohibited by this Agreement. The AEC Safe School is taking action to prevent students and staff access to the above-mentioned material, including the use of blocking software. However, because of the changing nature of information on the Internet, it is impossible for the AEC Safe School to completely prevent access to such material. It is therefore the responsibility of students and parents to set appropriate standards concerning the access and use of material contained on the Internet. The AEC Safe School respects the right of each student and parent to decide whether or not the student will be permitted to access the Internet. In order for the student to use the Internet access provided by the AEC Safe School, the parents and student must sign this Internet Use Agreement, Waiver, and Release (herein "Agreement"). This agreement will be valid as long as the student is enrolled at this school.

### Conditions and Rules of Use

Access to the Internet through the computer lab is not a right, it is a privilege. Accordingly, all users must comply with the following conditions and rules of use:

1. Users shall not access, view, transfer, or store any material in any form which is pornographic, sexually explicit, illegal, defamatory, or potentially offensive to others;
2. Users who unintentionally access such material shall immediately terminate such access;
3. Users shall not harass, insult, or attack others;
4. Users shall not damage computers, computer systems, computer networks, or computer data;
5. Users shall not use another user's password;
6. Users shall not trespass in the folders, work, files, or data of others;
7. Users shall not intentionally waste user time and resources;
8. Users shall not use Internet access for any commercial activity;
9. Users shall not use Internet access for political lobbying;
10. Users shall abide by all federal, state, or local laws;
11. Users shall not use Internet access for non-academic activities when other users require the system for academic purposes.
12. Users shall not enter into non-educational chat rooms on the Internet.

Violation of any of the foregoing conditions and rules of use shall be grounds for immediate termination of Internet access privileges and may result in disciplinary action.

The AEC Safe School reserves the right to review all data stored on the computer system in order to enforce the above conditions and rules of use. Users should not expect that files stored on the servers will be private or confidential.

### WAIVER AND RELEASE

I hereby consent to the above conditions and rules of use. **I understand that the Internet contains material, which is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to some people.** I understand that it is impossible for the AEC Safe School to completely prevent access to such material. By signing this Agreement, I agree I will take no legal action, now or in the future, against the AEC Safe School, its officers, administrators, teachers, employees, agents, and volunteers caused by, or resulting from my access to the Internet. I hereby release the AEC Safe School from any liability, whatsoever which may arise as a direct or indirect result of my access to the Internet. I understand that I am responsible for any updating of status from my original status and for informing the school of any change of parental/guardian Internet permission.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Check One:

I am the parent or legal guardian of the above-named student (\_\_\_\_\_). I hereby grant permission for my child to access the school computers and Internet. **I understand that the Internet contains material, which is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to some people.** I understand that it is impossible for the AEC Safe School to completely prevent access to such material. By signing this Agreement, I agree I will take no legal action, now or in the future, against the AEC Safe School, its officers, administrators, teachers, employees, agents, and volunteers caused by, or resulting from Student's access to the Internet. I hereby release the AEC Safe School from any liability, whatsoever which may arise as a direct or indirect result of Student's access to the Internet.

I am the parent or legal guardian of the above-named student (\_\_\_\_\_). I hereby grant permission for Student to access the school's computers only. Permission is **NOT** granted for my student to access the Internet.

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Name of Student (Print)

\_\_\_\_\_  
GRADE LEVEL of STUDENT