



Serving Fulton, Hancock, McDonough, and Schuyler Counties



Regional Office Youth Alternative Learning Services

**STUDENT HANDBOOK
Academy and Safe School Programs
2023-2024**

*Note: All students and parents/guardians must read this handbook and be familiar with its contents. Acknowledgement and agreement to this handbook will be signed on a separate page. **See appendix for information that is unique to each learning site.***

Our Vision

The vision of ROYALS is to assist students in finding academic success and pathways to a successful future. ROYALS students become productive members of the community.

Our Mission

The mission of Regional Office Youth Alternative Learning Services is to guide students in finding academic success and post-secondary success. ROYALS provide a safe environment in which high-quality education is delivered and high-quality learning takes place. Students understand that attending regularly, making quality academic progress and displaying positive behaviors are all part of school success. ROYALS staff serve as mentors in guiding students to make positive, meaningful choices that will impact their future in a favorable manner.

Our safe schools and alternative programs are designed to meet the needs of individual learners. Safe school programs serve students who have been expelled or who have served multiple suspensions due to serious and/or repeated misconduct. Academy programs are designed to serve students for a variety of purposes, credit recovery and chronic truancy, for example. Our programs are offered throughout the Regional Office of Education #26 service area. We serve students in Fulton County, Hancock County, McDonough County and Schuyler County.

ROYALS SITE INFORMATION/TEACHER CONTACT INFORMATION

ROYALS Academy Carthage
ROYALS RSSP Carthage
Courthouse Square
86 S. Madison Street
Carthage, IL 62321
8:15 AM-2:30 PM
Leslie Lovejoy
309.575.3262
llovejoy@roe26.net

ROYALS Academy Macomb
ROYALS RSSP Macomb
Gamage Plaza
341 S. Johnson
Macomb, IL 61455
8:15AM-2:30 PM
Kim Featherlin
309.731.4629
kfeather@roe26.net

ROYALS Academy Canton
ROYALS RSSP Canton
McCall School
749 East Locust Street
Canton, IL 61520
8:15 AM-2:30 PM
Nina Ross
309.226.5084
nross@roe26.net

ROYALS Program Administrator
ROE26
130 S Lafayette STE 200
Macomb, IL 61455
Lori Bilbrey
309.575.3241
lbilbrey@roe26.net

Student Services Coordinator
ROE26/McCall School
749 E Locust
Canton, IL 61520
Jenni Markello
309.226.5049
jmarkello@roe26.net

Dear Students and Families,

ROYALS programs have been created with the cooperation of the schools in Regional Office of Education #26 area to provide students with an alternative way to complete their high school education and junior high promotion. Our programs have been in place for many years and we are proud of the role we have played in assisting students in finding school success.

It is our hope that each of you will take full advantage of this opportunity to earn a high school diploma or continue your education. My office and staff stand ready to help you in any reasonable way to accomplish that goal.

We want to wish you good luck and great success as you enter our program!

Sincerely,

John Meixner
Regional Superintendent

Dear Students:

Welcome to ROYALS! We are here to help you navigate your path to school success. Our goal is to meet you where you are and help you move forward. ROYALS is a great opportunity for you. Please utilize all that we have to offer! We look forward to working with you and your family.

Best regards,

The ROYALS Staff

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This handbook is provided to students and parents/guardians to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations. See the appendix that is specific to your learning site.

Handbook Disclaimer – This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). The administrator or lead teacher may establish additional rules, procedures, and regulations not contained within this handbook. Since no handbook or disciplinary code can cover every action that interferes with fellow students or disrupts the educational process, the administration reserves the right to take disciplinary action when necessary, even though the offense is not specifically referred to in the student handbook.

IN ADDITION TO THIS HANDBOOK STUDENTS MUST ADHERE TO SPECIFIC POLICIES FOR THEIR LEARNING SITE. SEE APPENDIX. Students and parents should also be familiar with the handbook for the home district.

Discrimination Policy– All academies and safe schools ensure that equal education opportunities are offered to students without regard to their sex, race, color, national origin, age, religion, or handicap. Inquiries regarding possible discrimination and/or the school's grievance procedure should be directed to: Regional Office of Education #26, 130 S. Lafayette Street Suite 200, Macomb, IL 61455.

RIGHTS AND RESPONSIBILITIES for SUCCESS
Do better and be better than ever before.

STUDENT	FAMILY	ROYALS
Set goals to insure good attendance and/or good academic progress	Communicate regularly with ROYALS staff by phone conversation, email or meetings	Promote and provide a safe and healthy learning environment
Communicate your needs to ROYALS staff	Assist in communicating your child's needs to ROYALS staff	Provide systems to support the physical and mental health of students
Maintain the best possible academic progress	Work collaboratively with ROYALS to help your child find school success	Know student and family needs and provide resources to support
Actively participate in career pathway learning and activities	Promote and ensure good attendance and good academic progress	Support learning and attendance
Participate in physical self-care	Safeguard the physical and mental health of your child	Monitor and share data regarding attendance and academic progress
Participate in mental self-care	Instill respect for staff, law, school code and rights of others	Assist student in setting and achieving attendance and academic goals
Report any threats or concerns the safety of students and staff.	Follow ROYALS and ROE26 on Facebook and/or other social media	Assist student in developing a post-secondary plan
Know and follow the school rules		Communicate with student, family and home district regarding attendance and academic progress
Remain drug and alcohol free		
Follow ROYALS and ROE26 on Facebook and/or other social media		

ROYALS GUIDELINES for SUCCESS

Academic success: Students and families are expected to be in constant communication with ROYALS regarding student academic progress. Students are expected to maintain the best possible level of academic achievement.

Behavioral success: Students gain expertise in monitoring their own behavior so that that can be successful in social and academic settings. Students meet with teachers and other staff regarding replacement behaviors for any behaviors that disrupt student(s)' learning.

Attendance success: Regular attendance is required.

Self-Regulation/Self-Care

The simple act of breathing is a gateway to calming anxiety and relieving stress. As a part of our social-emotional learning (SEL) instruction, we will incorporate an anti-anxiety breathing technique called 3-breaths multiple times during our school day. Our goal is that this will equip students with the tools that will help them cope with anxiety for a lifetime.

Curriculum

Students at Academy/Safe School Programs will have access to online curriculum and textbook curriculum. Each site provides a curriculum that can best serve the students in its program. Illinois's Learning Standards will be implemented at each learning site. A parent may review instructional materials that are used in his/her child's program by request. Academy/Safe School Programs are provided to assist students who are at risk for failure, at risk for dropping out of school and/or not graduating from high school. The curriculum provided at Academy/Safe School programs is accepted as credit toward graduation/promotion by each home district.

Student Fees

All students shall register with their home district at the start of each school year. While the local school district pays book fees for students attending the learning site, students are responsible to pay their home district any and all fees as required by their local school district. Waivers are available at the home district.

Graduation

It is our uppermost goal to assist students in working towards a high school diploma. A student who has met graduation requirements of his/her home district will be entitled to receive a diploma from that institution. When a student has met the criteria for graduation a representative from the Academy/Safe School will contact the home district and the student. The Academy and Safe School Programs do NOT graduate students. Due to varying circumstances, a student may or may not be allowed to participate in the graduation ceremony and/or other related activities. Home districts make decisions regarding graduation ceremonies and/or related activities. Contact your home district for details. **THE REQUIREMENTS MAY DIFFER FOR EACH HOME DISTRICT. IT IS THE RESPONSIBILITY OF THE STUDENT TO KNOW THE REQUIREMENTS OF HIS/HER HOME DISTRICT.**

Grading

Each home district communicates with Academy/Safe School Programs to determine the percentage score that represents a passing grade. As students pass courses, information is shared with the home district. Home districts record this information on a student's official transcript. Due to the nature of the programs, traditional report cards will not reflect the progress of the student. Conferences and progress checks will be more appropriate to keeping students and parents informed. Some courses may warrant a pass/fail grade. Students/Families will receive written notification of all courses completed. **Students who engage in academic dishonesty may be removed from the program.**

Standardized Testing

Standardized tests will be administered at/by the home school district. Students should take tests with integrity, get a good night's sleep before the test, and by doing one's best work.

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Extracurricular Athletics, Clubs and Organizations

It is at the discretion of the home district to allow a student to participate in extracurricular activities. Arrangements for such activities shall be made by the student/family with the home district. The Code of Conduct Public Act 98-669 shall be followed.

Attendance Policy Statement

Students are required to attend on a regular basis. If a student is to be absent from school a phone call or written note must be given to the teacher in advance or within one hour of school start time.

Student Absences

Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The administration, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent/guardian is required to call the school before 8:30 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

ROYALS Attendance Policy

Students must attend school on a regular basis. Students must arrive on time and stay through the end of day. Students who fall below 80% attendance rate may be referred to the home district.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants may be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including: Referral to the truancy officer, reporting to officials under the Juvenile Court Act, referral to the State's Attorney, and/or appropriate school discipline. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. Support services: Conferencing with Student and Family Support Specialist, Charting of Attendance, Letters of encouragement to attend regularly, Truancy case worker visit.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building. Visitors should identify themselves and inform personnel of their reason for being at school. Visitors are required to proceed immediately to their location in a quiet manner. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

School Supplies

Students are expected to bring pens, pencils and notebook paper for use at school. Additional supplies are sometimes requested.

Breakfast/Lunch - Students may bring their lunch to school or may eat the meal provided by the school's meal program. Students will be charged a fee or receive free meals based on eligibility criteria for free/reduced meals as provided to the learning site by the home district. If a student has a life-threatening allergy the lead teacher should be notified.

Electronic Devices and Cellular Phones

Devices and phones may ONLY be used for educational purposes and with teacher's permission, as per learning site.

Internet Acceptable Use Policy/Computer Use

All students and parents will be required to complete and follow the Acceptable Use Policy form. Students are required to abide by the policy. Disciplinary measures will be taken if the policy is not followed. The full policy is included at the back of this handbook.

Address/Phone Changes

To keep the parent informed of activities, emergencies, or disciplinary situations at school, parent/guardian should contact the learning site as soon as possible with changes in address, phone number, or other pertinent student information.

Teacher Conferences

Parents are invited to schedule an appointment with any teacher or administrator. Parents are always welcome at our learning sites.

Field Trips

Throughout the year the school sponsors various field trips to enhance the learning experience. All field trips are considered the same as a classroom; therefore, all school rules, regulations, and policies apply to these trips. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Written permission from parent/guardian is needed. Students may be prohibited from attending field trips for any of the following reasons: Failure to receive appropriate permission from parent/guardian or teacher, failure to complete appropriate coursework, behavioral or safety concerns, denial of permission from administration, other reasons as determined by the school.

Student Injury/Illness

Illness or injury at school may make it desirable that a student return home. Parents will be contacted to explain the circumstances and make arrangements for getting the student home. In case parents cannot be reached, the learning site will contact the person listed as an alternate contact. If a student is injured or becomes ill at school, he/she should report to staff. Ordinarily, students will remain at school until such contact is made. In an emergency, the staff will take the action required by the emergency for the well-being of the student.

School Accidents and Insurance

Students should report all injuries or accidents to the instructor immediately after they occur. Students attending the Academy/Safe School must provide their own accident insurance. It is recommended that a student not covered under a family medical policy should purchase student insurance provided by the home district.

Physical Exams and Immunizations

All students enrolling must meet all rules and regulations promulgated by the Illinois Department of Public Health. Physical exams and immunizations must be on file with the Academy/Safe School and in compliance with current Public Health rules. Failure to provide proof of compliance will be cause for dismissal from the Academy/Safe School.

Social Emotional Screening

Students will be asked to complete a Social Emotional Screener with ROYALS's staff. The goal is to identify students at-risk of social and emotional difficulties and prevent further difficulties. **This will be completed only by a person certified to do so.**

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." No school employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess an *epinephrine auto-injector* (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel. Students who are *diabetic may also self-carry* and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Communicable Diseases

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

Head Lice

Parents are required to notify the school if they suspect their child has head lice, infested students will be sent home following notification of the parent or guardian, the school may provide written or oral instructions to parent or guardian regarding appropriate treatment for the infestation, a student excluded because of head lice will be permitted to return to school only in the absence of live head lice. Infested children are prohibited from riding the bus to school to be checked for head lice.

Counseling/Social Work Services/Student Support Personnel

Each site will have a counselor, social worker or student services personnel on staff (part time). Each student will meet with the counselor or social worker one time at the onset of his/her enrollment. A student may voluntarily continue to meet with the counselor or the social worker, as needed.

Smoking

Smoking and/or the use of tobacco products, cannabis products, vaping and e-cigarettes is prohibited.

Transportation

Transportation to Academy/Safe School Programs will be provided by the home district. Guidelines for safety and behavior expectations can be found in the home district handbook. Disciplinary matters will be carried out by the home district. In the event of a bus suspension, the student is still required to attend school.

School Pick Up/Drop Off Zones and Handicapped Parking

Please take safety measures while picking up/dropping off students. Carefully follow traffic flow patterns. DO NOT PASS A BUS THAT HAS STOP ARM EXTENDED. Cell phone use in school zones is prohibited by Illinois law. Only those with approved State of Illinois handicapped license plates/parking cards will be allowed to park in the designated handicapped parking spaces. If a student has a temporary disability requiring crutches or a wheelchair, he/she should ask the teacher's assistance in obtaining a temporary permit.

English Language Learners (ELL)

Specialized instruction for ELL students will be provided within the home district.

Student Records

The records kept by the Academy/Safe School on students will be considered private and confidential and will comply with the Student Records Act. Records may not be released without the written consent of the parents (for students under age 18) or the student (after attaining age 18) with the following exceptions: 1. Requests from the school district of residency, 2. Requests from a school to which the student has transferred, 3. Requests from the Illinois State Board of Education and the agencies of the State Board, 4. Requests from a court. During enrollment at ROYALS records will be shared with the home school district. After enrollment at ROYALS student records will be held with the home school district.

Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Fire Drills/Disaster Drills/Lockdown Drills

Drills will be held periodically. Students are to react to them as though they are real. Teachers will give specific directions and instructions in their classes. Posters or charts will be displayed in the classroom(s) with evacuation instructions.

Safety Drills

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

Breaks

During each session, students will be given appropriate breaks at the discretion of the teacher.

School Cancellation

Classes will be held at each learning site Monday through Friday of each week except as listed in the school calendar for that learning site. There may be days when weather concerns or other emergencies cause school to be canceled or dismissed early. In most cases we will move to a remote plan and carry on the school day on a full-remote mode. Our learning sites will follow cancellations as per the list: Canton learning site/Canton Union School District #66, Carthage learning site/Carthage Elementary School District, Macomb learning site/Macomb Community Unit School District #185. Listen to local television and radio stations or monitor district websites for these announcements. Please do not call the learning site during emergency periods.

Remote Learning

When remote learning is required, students should plan to work between the hours of 8:15-2:30. Students should target between 25-30 assignments each day.

Personal Appearance and Hygiene

Students are expected to present an appearance that **does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate**. Dress and/or grooming which is not in accord with reasonable standards of health, safety, modesty and decency will be considered inappropriate.

Dress Code

Students must wear appropriate clothing. Clothing may not disrupt the educational process. If you are not sure that an article of clothing is appropriate, ASK before you wear the item. Any student arriving at school not in compliance with the dress code may be refused admittance and/or asked to change clothing.

Hygiene

Students must maintain **good hygiene** by wearing clean clothing and keeping their person (body and hair) clean. Students who are not appropriate will be asked to change to appropriate clothing or to leave the school premises. **Any inappropriate individual form of expression that inhibits the learning process will not be tolerated. Non-compliance with the dress/hygiene code will result in disciplinary action. The teacher in charge is the final authority in determining this.**

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use in public areas of the school. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. Complaints regarding violations of these accommodation procedures should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

BEHAVIOR EXPECTATIONS

Students will not engage in any behavior, which disturbs or disrupts the learning of any other student or defaces any property. Students who participate in disruptive behavior will be subject to disciplinary action and may be terminated from the program.

The disciplinary actions that may be used by Academy/Safe School staff members are verbal warnings, conferences with students and/or parents, "time-out" for part of a session, suspension from school, and permanent removal from the program. Staff members will make every effort to fit the discipline with the offense. There are several offenses that may require severe disciplinary action to be taken on the first occurrence. Such offenses may include the following:

1. Possessing or attending school under the influence of alcohol or a controlled substance
2. Using or selling alcohol or a controlled substance on school property/campus
3. Having or possessing a dangerous weapon on school property/campus
4. Committing acts of vandalism to school property/campus
5. Using rude, vulgar, or abusive language (trash talking)
6. Engaging in the harassment of other students based on race, religion, disability, and/or gender
7. Harassment or "bullying" any student or staff member
8. Showing insubordination to school or college personnel
9. Demonstrating any other behavior which endangers the life, safety, and/or property of students or personnel or campus employees
10. Smoking, using e-cigarettes or tobacco products
11. Leaving assigned areas of school property/campus without teacher permission during the school day
12. Engaging in academic dishonesty

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take

photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to: On, or within sight of, school grounds before, during, or after school hours or at any time, off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school, traveling to or from school or a school activity, function, or event; or anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Community service.
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. Referral back to home district.
12. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or referring a student back to home district because behavioral interventions, other than a suspension will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or referral back to home district.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Threats to School Safety

Any threat to school safety must be reported to school officials. School officials report to and cooperate with law enforcement agencies. A student may be immediately referred back to the home district. This may be on a permanent basis. Students may be suspended for a period of time. Upon return to school, a re-engagement meeting will be held. A physician or clinician who has knowledge of the student must deem that the student is fit/safe to attend school. This must be presented to the school in writing. This written notification must include: length of medical relationship with student, knowledge of the specific incident which took place and a statement indicating that the student is mentally safe/fit to attend school and is not a threat to school safety.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified case-by-case.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Suspension and Loss of Privileges

Suspension and expulsion decisions are made on a case by case basis. The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. A student who is considered for suspension will be given the opportunity to hear and respond to the allegations. A student will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit.

If a student's continued presence at school poses a threat to the safety of other students, staff or members of the school community, out of school suspensions may be given. Depending on the egregious nature of a student's conduct (i.e., physical harm, violence, threat) and/or the history or record of a student's past conduct, school officials may determine that a student is likely to engage in similar conduct in the future and the district reserves the right to consider suspension. Additionally, if a student's continued presence at school substantially disrupts, impedes or interferes with the operation of the school, suspension may be considered.

The administrator may assign in-school or out-of-school suspension depending on the situation. Due to the nature of our alternative programs, in-school suspension is generally not available. However, a suspension that is housed within the school will be subject to rules. The length of the suspension will be determined by the program administrator and will be based on information listed above. A suspended or expelled student may not be on school property and may not attend school related activities. Parents will be contacted by the program administrator in writing and may appeal the decision to the regional superintendent or his designee within ten days of the postmarked notification.

Other losses of privileges may be considered. Such losses may include but are not limited to these: Loss of social breaks, restriction of social time before school/during breaks/during lunch, loss of dress code privileges, loss of electronic device privileges, loss of field trip privileges.

When a student returns to school after a suspension a re-engagement plan will be customized for the student. A re-engagement plan may include a conference with the teacher, administrator, counselor or social worker. Teacher and administrators will determine what steps can be taken to help students successfully re-engage.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Referral to Home District

Students who do not make adequate academic progress, do not attend regularly and/or display inappropriate school behaviors are subject to referral back to the home school district.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. Reasonable searches may include: lockers, desks, backpacks, bags, parking lot and technology devices.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The school officials may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

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

Reasonable Suspicion

In the event a student is observed behaving in a suspicious drug/alcohol/weapons related manner, such as an attempt to use, distribute, or conceal any prohibited substance, or smelling of drugs/alcohol or appearing to be under the influence of drugs/alcohol the student will be reported to the Administration. An administrative investigation will be conducted which may include a request for a drug screening test prior to re-entry to the program. The student will be responsible for the up-front expense for the test but will be reimbursed by the school and reinstated without penalty should he/she tests negative. If a student tests positive for drugs, he/she may be required to complete out-patient treatment through a rehabilitative service. In order to continue in the academy/safe school program the student in said program may be required to be successfully completing a treatment program. When technology is involved the School will not require a student to give up passwords, but will require a student to cooperate with the School or law enforcement as deemed appropriate.

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, socioeconomic status, academic status, physical appearance, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations: During any school-sponsored education program or activity, while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities, through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: Placing the student or students in reasonable fear of harm to the student's or students' person or property, causing a substantially detrimental effect on the student's or students' physical or mental health, substantially interfering with the student's or students' academic performance; or substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with bullying or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the principal or any staff member. Anonymous reports are also accepted by phone call or in writing and on the Safe2HelpIL app.

Parents or guardians of all students involved in an incident or alleged incident will be informed by staff by telephone or email within 24 hours of being made aware of an incident. All individual instances of bullying, as well as all threats, suggestions, or instances of self-harm will be reported to the parents or legal guardians of those involved. Data will be submitted to ISBE annually.

Safe2HelpIL

ROYALS utilizes Safe2HelpIL to help prevent bullying and other acts of school violence. Students are encouraged to report bullying and or other acts of school violence through Safe2HelpIL. Upon enrollment at ROYALS, students will be prompted to download the app. The app allows students to share information regarding school safety issues in an anonymous manner.

Sexual Harassment & Teen Dating Violence Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that: Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status. Or has the purpose or effect of: Substantially interfering with a student's educational environment, creating an intimidating, hostile, or offensive educational environment, depriving a student of educational aid, benefits, services, or treatment, or making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Employee Code of Professional Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated into this Code of Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates any employee conduct standard will be subject to discipline up to including dismissal.

Standards related to school employee-student conduct shall, at minimum:

1. Comply with Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education.
2. Prohibited grooming behaviors and sexual misconduct include but are not limited to (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student.
Examples include, but are not limited to:
 - A. A sexual or romantic invitation
 - B. Dating or soliciting a date
 - C. Engaging in sexualized or romantic dialog
 - D. Making sexually suggestive comments that are directed toward or with a student
 - E. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - F. A sexual, indecent, romantic, or erotic contact with the student
3. Employees are expected to maintain professional relationships with students.
- A. Employees are strictly prohibited from using any form of communication with students (email, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and inappropriate between an employee and student. This District has a "zero tolerance" for any conduct that crosses over that professional line.
- B. Employees are not permitted to transport District students in the employee's privately owned vehicle, unless the employee has obtained the prior permission of the Building Principal and/ or Superintendent to do so.
- C. Employees are not permitted to take or possess a photo or video of a student on their private devices. Student pictures for school sponsored activities are used in furtherance of the District's educational mission are permitted. .
- D. Employees are not permitted to meet with a student or contact a student outside the employee's professional role. Employees are expected to avoid crossing a line that results in an actual or perceived inappropriate relationship.
4. District employees are mandated reporter and required to comply with all reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS5/), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq) and the Elementary and Secondary Education Act (20 U.S.C. 7926)
5. Employees, students, parents, and any third party can report prohibited behaviors and or boundary violations pursuant to Board Policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting, to a District Complaint Manager, Nondiscrimination Coordinator, Title IX Coordinator, or any other District administrator or staff member the person feels comfortable reporting to.
6. Employees are required to complete training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165. Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

Making a Complaint

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, program administrator, lead teacher, other staff or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator

Lori Bilbrey 130 S. Lafayette Street Suite 200 Macomb, IL 61455 309.575.3241 lbilbrey@roe26.net

Complaint Managers

Dave Demler 130 S. Lafayette Street Suite 200 Macomb, IL 61455 309.575.3226 ddemler@roe26.net

John Meixner 130 S. Lafayette Street Suite 200 Macomb, IL 61455 309.575.3226 jmeixner@roe26.net

Complaints/Grievance Procedure

If a student or family member feels wronged or discriminated against due to the policies of the Academy/Safe School or the actions of an employee, the individual or family member should do the following:

1. Schedule an appointment with the person or persons directly responsible for the grievance to discuss the complaint. The complaint should be presented in writing at the time the discussion is held.
2. If the complaint is not resolved to the satisfaction of the complainant, he/she should schedule an appointment with the next higher supervisor. The Academy/Safe School employee against whom the complaint is lodged will be present at discussions at all levels.
3. The final adjudication of a grievance rests with the Regional Office of Education Superintendent (and/or appointed designee) and will be settled within ten school days of the received written notice.

Pesticide Application Notice

State law requires schools to maintain a registry of parents who wish to be notified each time the school will be applying pesticides in the school building. We must notify persons on the registry at least two days in advance of any application. If you wish to be notified about the applications used by our pest control service, please call the Regional Office of Education at 309.575.3241.

INTERNET – ACCEPTABLE USE POLICY

Authorization for Internet Access – Each administrator, teacher and/or staff member must sign an Authorization as a condition for using the Internet connection. Each student and his or her parent(s)/guardian(s) must sign the form before being granted Internet access. Public users must sign this Authorization prior to using any technology. Please read this document carefully before signing.

All use of the Internet shall be consistent with the goal of promoting educational excellence by facilitating resources sharing, innovation, and communication. This Authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

Acceptable Use – A network user will: Use language that is considered appropriate; send only information that others will not find offensive - be polite and do not become abusive in your messages to others; keep private the personal addresses or telephone numbers of students/colleagues; conform to copyright laws; neither tamper with the system nor alter, delete or destroy any files or data that are not yours; consider all communications and information accessible via the network to be private property; exercise non-disruptive use.

1. Network Privileges Pertaining to e-mail Use

Use of the network is a privilege, not a right; E-mail is not guaranteed to be private when using the Internet. There will be no inspection of e-mail contents without the consent of the sender/recipient unless inspection is required to investigate complaints regarding e-mail and an alleged violation of this policy. The School reserves the right to access and disclose the contents of any e-mail account on the system, including files deleted from user accounts, without prior notice or permission from the user. Unauthorized access of e-mail is prohibited; E-mail messages must contain appropriate language and content; Users should exercise care in the composition of messages and their reflection on the name and reputation of the School. Each user is personally responsible for the content of the messages transmitted to external recipients. Messages received from unknown senders should be deleted or forwarded to the system administrator. Downloading of any files attached to Internet messages is prohibited unless the user is certain of the authenticity of the message and the nature of the file.

Messages relating to, or in support of, illegal activities must be reported to school authorities and may be reported to external authorities.

E-mail may be accessed by students before or after school or at other times during the day when authorized by a teacher or for a class project.

Persons issued an account are responsible for its use at all times. Use of the e-mail system constitutes consent to these regulations.

2. Appropriate uses of the internet are:

Researching or supplementing classroom projects; Communicating with educators throughout the world; Staff development purposes.

3. Unacceptable use – You are responsible for your actions and activities involving the network.

Some examples of unacceptable uses may include, but are not limited to:

- Accessing chat rooms or newsrooms unless for the express purpose of a class project and under the supervision of a teacher;
- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any Federal/State regulation and may or will be reported to the authorities;
- Using the network to engage in academic dishonesty
- Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
- Downloading copyrighted material for purposes of plagiarizing;
- Using the network for private advertising or for other commercial gain;
- Wasting resources, such as file space;
- Gaining unauthorized access to resources;
- Invading the privacy of individuals;
- Using another user's account or password without written permission from that individual;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- Using the network while access privileges are suspended or revoked.

4. Copyright and Web Publishing Rules

- Republishing of text or graphics found on the web, Web Sites, or servers without explicit written permission is prohibited;
 - Users must give credit to the original producer on republication and note how permission was granted with the web address of the original source;
 - Students and staff must provide library media specialists with e-mail or hard copy permissions prior to republication of Web pages;
 - If a document is in the public domain, printed evidence of such status must be provided;
 - “Fair use” rules for student reports in classrooms are less stringent and allow limited use of graphics and text;
 - Student work may be published only upon written permission from parent/guardian and student.
- 5. School related websites** – The School has the sole authority for approval of Web Sites and their content.
- Webmasters will be appointed by the administration and supervision of sites will be done at the designation of the Superintendent;
 - No un-moderated activity of websites such as chat rooms or guest books will be hosted on the site;
 - No commercial advertising will be allowed on the website;
 - The Webmaster will perform the following duties: Obtain approval for the websites, Approve the content on school related sites, Limit access to posting material on the websites, Preview all material before posting, Follow the policies and complete a periodic review, Make sure advertising is prohibited.

6. Telephone/Internet charges – The user will be responsible for any unauthorized charges.

7. No Warranties – The School makes no warranties of any kind, either expressed or implied, for the service it is providing. The School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service

interruptions caused by its negligence or your errors/omissions. Use of any information obtained via the Internet is at your own risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

8. **Indemnification** – The user agrees to pay reasonable costs to the School for any losses, costs, or damages, including reasonable attorney fees, incurred by the School relating to, or arising out of, any breach of this Authorization.
9. **Security** – Network security is a high priority. If you identify a security problem on the Internet, you must notify the administrator, appropriate teacher or Building Principal. Do not demonstrate the problem to other users. Keep your information confidential. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
10. **Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action as identified in disciplinary policy. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, any computer hardware or software, or anything connected to an internal or external network. This includes, but is not limited to, the uploading or creation of computer viruses.

Artificial Intelligence

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.