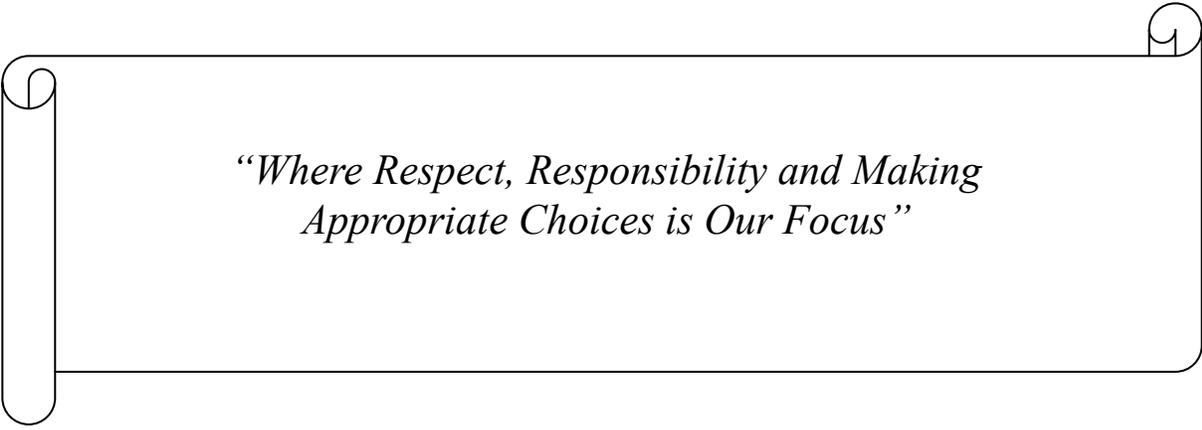


*LaSalle/Putnam County Educational  
Alliance for Special Education*

*Circuit Breaker School*

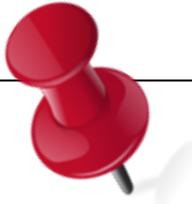
*Parent/Student Guide*



*“Where Respect, Responsibility and Making  
Appropriate Choices is Our Focus”*

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## **Letter of Introduction**

Circuit Breaker School is a public day school for special education students. Each student attending this school has been identified by a multi-disciplinary team as a student with Social/Emotional Disabilities. The school is administered by the LaSalle/Putnam County Educational Alliance for Special Education (L.E.A.S.E.) Cooperative. L.E.A.S.E. was organized by school districts within LaSalle/Putnam Counties to coordinate the provision of Special Education Services.

Circuit Breaker utilizes Positive Behavioral Interventions and Supports (PBIS) and a Social Emotional Learning (SEL) Curriculum to teach the students problem solving and decision making skills. By teaching these skills students will make appropriate choices not only in school but in their community.

Circuit Breaker School is located in Peru, Illinois. We are very fortunate to have such a fine facility. It is well maintained and every effort is made to have it look and feel like that of a traditional public school. This Parent/Student Guide is a summary of our program/policies.

On behalf of Circuit Breaker School, and the LaSalle/Putnam County Educational Alliance for Special Education, I invite you to make arrangements to visit our program. As always, if I may be of any assistance, please call me.

Sincerely,

Jayne Salazar, Principal  
Circuit Breaker School

## Philosophy

We believe that human behavior has meaning and can be understood only with some understanding of the person and of the environment in which the behavior and the responses to it occur.

When a student is placed at Circuit Breaker, it is because the multi-disciplinary team understands that the student is having difficulty in coping with other students, adults, or situations. The team knows that he/she is caught in a “circuit” of poor academic and social adjustment. Simply said the child has had many failures in school and is still deficient.

Additionally, we believe that Circuit Breaker School should be organized so that students have an opportunity to develop to their fullest potential. We also recognize that no organization should be so rigid that new ideas are difficult or impossible to implement. The organization must be able to adapt to the changing needs of the students, community and the educational system.

Therefore, our school’s name is derived from our purpose and our function. We strive to “break-the-circuit” by helping the student acquire skills, which enhance academic achievement and allow ideas to be communicated more appropriately and within the expectations of the community.

We know that with the parents, as well as with the student, we become an intervention team for the meaningful benefit of each young person, regardless of his/her emotional or physical maturity.

## **General Information**

### **Academic Instruction**

Each student is assigned work directly related to their current achievement, ability and level of progress indicated in the student case-study evaluation and Individualized Education Plan (IEP). I.E.P. goals and objectives, both behavioral and academic if necessary, are developed based on the needs identified in the IEP meeting. Instruction centers around regular school subjects with an emphasis on life-skills and pre-vocational skills. All students are expected to participate in P.E. activities unless they present a medical excuse.

Students may be required to have homework. If work is assigned and the student has not completed the work in class, it may be sent home to be completed.

### **Asbestos Management**

Circuit Breaker School complies with all regulations relative to asbestos abatement. Management plans are available for review upon request at the building office.

### **Attendance**

Students are expected to attend school daily. Excused absences are for: illness, observance of a religious holiday, death in the immediate family, family emergency, or situations beyond the control of the student that cause reasonable concern to the parent/guardian for the student's safety or health, as approved by the Director or designee.

Parents or guardians are asked to call Circuit Breaker School by 8:30 a.m. to report their son/daughter as absent and the reason for it. If a student is absent from school and there has been no phone call to report the absence, parents will be called that day to find out why he/she is absent.

Note: Any student who is not in attendance by 9:00am will receive a cold sack lunch rather than hot lunch.

Missing the bus or being suspended from the bus is not an excused absence. Excessive absences or prolonged illness may result in a doctor's excuse verification. Excessive absences as defined by the student's home district policy will result in notification of the appropriate agencies (i.e. R.O.E.-truancy, probation, etc.) and the home district.

### **Audio-Visual Material**

All movies, films, videotapes, audio recordings, slide presentations etc. that are to be shown or played at Circuit Breaker School must be previewed by C.B.S. staff prior to it's use. Only movies rated "G" or "PG" and "PG 13" may be shown. Audio-visual material is used to reinforce instruction already presented in the classroom or as a behavior management intervention reward.

### **Breakfast Program**

Students unable or who do not wish to eat breakfast at home may take advantage of the breakfast program at Circuit Breaker School. All Circuit Breaker students are eligible to participate in the breakfast program.

## **Cell Phones/Electronic Devices**

Students are not allowed to possess electronic devices in the building. If electronic devices are brought to school, students must surrender them at the door to be locked in a secure location for the duration of the school day. Any student found to be in violation of this rule shall have the device confiscated and parents may be notified to come in and claim the device.

## **Civil Rights Complaint Procedure**

**Who Can File a Discrimination Complaint?** Anyone who believes that an education institution that receives federal financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability or age, or who believes that a public elementary or secondary school, or state or local education agency has violated civil rights may file a complaint. The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group.

**Timeliness.** A complaint must be filed within 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by OCR for good cause shown under certain circumstances.

**Institutional Grievance Procedures.** Prior to filing a complaint with OCR against an institution, a potential complainant may use the L.E.A.S.E. grievance process to have the complaint resolved. Contact the Executive Director/Complaint Manager, 1009 Boyce Memorial Drive, Ottawa, IL 61350 or phone 815-433-6433 for grievance procedures. However, a complainant is not required by law to use the institutional grievance process before filing a complaint with OCR. If a complainant uses an institutional grievance process and also chooses to file the complaint with OCR, the complaint must be filed with OCR within 60 days after completion of the institutional grievance process.

**How to File a Complaint.** Complainants wishing to file a complaint may do so by: Mail or Facsimile: Complainants may mail or send by facsimile a letter or use the OCR's Discrimination Complaint Form available from OCR's Chicago enforcement office (contact information below\*). In your correspondence, please include:

- The complainant's name, address and, if possible (although not required), a telephone number where the complainant may be reached during business hours;
- Information about the person(s) or class of persons injured by the alleged discriminatory act(s) (names of the injured person(s) are not required);
- The name and location of the institution that committed the alleged discriminatory act(s); and
- A description of the alleged discriminatory act(s) in sufficient detail to enable OCR to understand what occurred, when it occurred, and the basis for the alleged discrimination (race, color, national origin, sex, disability, age or the Boy Scouts of America Equal Access Act).
- E-mail: Complainants may file a complaint using the following e-mail address: ocr@ed.gov. Use the same procedures as above. Online: Complainants may file a complaint with OCR using OCR's electronic complaint form at the following website: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.

For those without current e-mail accounts, Internet access may be freely available from your local public library, and free e-mail accounts are available from several large providers.

## **Communication**

Phone and or email contacts between parent and staff are encouraged. If the staff member is unable to take your call they will return your call or email, if preferred, before the end of the work day or the next morning.

We appreciate a good working relationship with parents to help meet student's needs and address problems and concerns.

## **Daily Arrival Procedures**

Each day students arrive and are escorted into the building by staff. All students will walk through a metal detector. Random shoe checks are also performed throughout the year or as deemed appropriate. The following are guidelines for student arrival:

- Acceptable items:
  - Lunches (see lunch section for guidelines)
  - Coats/jackets to be put in locker
  - General school supplies
  - Sealed bottled water
  - Deodorant/antiperspirant (in locker)
  
- The following items, if brought to school, will be turned over to staff to be stored in a secure locked area and returned to the student at the end of the day:
  - Electronic devices (cellular phones, tablets, headphones, etc.)
  - Hats
  - Wallets
  - Makeup
  - Keys
  
- The following items are NOT allowed in the building and will be confiscated:
  - Weapons/illegal substances(paraphernalia) /tobacco/e-cigarettes
  - Backpacks/purses/bags
  - Tools
  - Drinks (coffee, soda, etc.)
  - Refrigerated/microwavable foods
  - Large bags of food/snacks
  - Body spray/perfume
  - Cough drops/over the counter medicine (see Medication)

## **Emergency Clothing**

Due to individual temperature preferences, it is recommended that, in cold weather students bring an appropriate sweatshirt to wear in class. If the temperature falls below 65 degrees in the instructional setting, students will be permitted to wear their jackets.

Clothing which has been worn but is in good condition is kept on hand for students who may

need to change an article of clothing because the item they chose to wear to school was not appropriate as outlined in this guide.

## **Emergency Drills**

State law mandates that all schools practice periodic fire and disaster drills. Drills are held at various times throughout the year. The purpose of these drills is to familiarize students with a safe evacuation procedure should an emergency situation arise. During a disaster drill, students learn procedures to follow in case of a severe weather emergency, fire, bus, shooter, or bomb threat. Practice is provided on how to respond should there be a situation necessitating a lockdown of the school or evacuation of the building. Drill procedures are posted in classrooms.

## **Field Trips**

During the course of the year teachers may wish to take the students on a field trip. When students have earned the privilege of participating in the field trips, a notice and permission slip will be sent home by the teacher indicating arrangements that need to be made, including financial ones. Any non-participating students shall be given an alternative experience.

## **Food Allergy Management Program**

Circuit Breaker School has a Food Allergy Plan as school attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein. While it is not possible for CBS to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students, families, staff members, and students helps CBS reduce these risks and provide accommodations and proper treatment for allergic reactions.

## **General Education Participation**

When a student is being considered for participation in general education classes at their home district, it is the responsibility of the IEP team to conduct an IEP meeting to discuss this option. The decision is based on information presented by the C.B.S. staff, other social agencies involved, and representative(s) from the resident district and parent/guardian and the students' advancement on the CBS Progress and Transition System.

The student is expected to attend classes regularly. He/she will receive an excused absence only with a valid excuse as designated in the general education school's policy or procedure.

General education participation is one of the last stages of a student's progress through the CBS Progress and Transition System. This stage indicates a student has gained control of his/her behavior and has acquired coping skills. The student's performance during general education participation will indicate the level of student progress and will be considered when determining if additional general education participation or the return to the students' resident district full time should be recommended.

## **Head Lice**

All students will be checked for head lice periodically throughout the school year. In the event a student is found with head lice or nits, the parent/guardian, resident school district and sibling's school district(s) will be notified.

The student will be removed from contact with other students and sent home for treatment. The parent/guardian must show proof of appropriate treatment (treating physicians and/or home school nurse's verification note) and all nits must be removed from the hair before the student will be re-admitted to school.

If it is determined the treatment has not been completed, the student will be removed from the general student population and sent home until the necessary treatment has been completed.

### **Homeless Liaison**

Circuit Breaker designates a staff member each year to serve as Homeless Liaison who also coordinates with student's local district. Please contact the office to speak to the homeless liaison.

### **Insurance**

Circuit Breaker students may obtain individual insurance through their home school district. If you wish to purchase this insurance, please contact your local school district.

### **Lunches**

School lunches are available. Each month a menu will be sent home and posted on the CBS website and Facebook page. If a student does not wish to eat a school lunch he/she may bring their lunch. Lunches will be stored in lockers. Refrigerators and microwaves are not available for student use. Lunches should include only single serving items and sealed water.

### **Medicaid Data Release – Special Education Students Only**

If your child receives special education services and is also Medicaid eligible, the school district can seek partial reimbursement for Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birthdate and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing.

If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to:

Circuit Breaker School Principal  
2233 Sixth St. Suite 1  
Peru, IL 61354

Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

This program has **no impact** on current or future Medicaid benefits for you, the student or your family. Under federal law, your decision to participate in this program CANNOT:

- Decrease lifetime coverage or any other public insurance benefit,
- Result in the family paying for services that would otherwise be covered by Medicaid,

- Increase your premiums or lead to discontinuation of benefits or insurance, or
- Result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

### **Medical Emergency**

In the case of serious injury during the school day and we are unable to contact a parent/guardian, we will contact those individuals listed on the student's medical information identified to assume medical responsibility. School personnel will seek medical attention for your child.

### **Medication**

Students who need to take their prescribed medication during the course of the school day will have the medication administered at the designated time. Documentation of this is kept daily. If there are any changes in a student's medication please notify the school immediately.

Medications must be sent to school in the original bottle or container. They should be given to the bus/vehicle driver to be given to school personnel. Self-administration of medication by the student is permitted with asthma or the use of an epinephrine auto-injector if pupil is at risk of anaphylaxis with appropriate staff supervision.

Non-prescription drugs (i.e. Tylenol, Benadryl, cough drops) may only be administered to a student if we have a parent/guardian signature and medical provider permission on file indicating you have given permission to do so. The administering of non-prescription drugs is also documented and you will be notified by phone and/or by mail. All medication procedures are monitored by the principal or principal's designee.

### **Parent/Teacher Conferences, Home and School Visits**

If you wish to speak with your son/daughter's teacher or schedule a conference, please call ahead to make an appointment to meet with them. However, if you are unable to come in and meet with the teacher and wish to have a phone conference, please call before 8:20 A.M. or after 2:00 P.M.

We encourage parent/teacher communication and stress the importance of communicating on a regular basis with any issues or concerns.

We encourage you to visit C.B.S. during the school year. We do ask that you report to the office upon your arrival. This procedure helps maintain a safe and orderly environment.

### **Pesticide Application Notice**

Our office maintains a list of parents or guardians who would like to receive written notification when any pesticide application should be necessary. If you would like to be added to this list please contact the Circuit Breaker School office.

### **Release of Information**

In order to release records, a parent/guardian must sign a "Release of Information" form. The form must be dated for the current school year. You will be asked to sign a release each school

year. The release will be kept on file at Circuit Breaker. Depending on individual student needs, additional releases may be required for outside agencies.

## **Report Cards**

Report cards/grades are sent home approximately every nine weeks. Grade disputes will be addressed according to the policy established by the student's home district. Attached to each report card you will find a report of your son/daughter's progress on their I.E.P. goals and objectives.

## **State Assessment**

Students in the identified grades for state testing (including PARCC, Illinois Alternate Assessment, ISA and/or ACT) will be informed of the timelines and procedures applicable to their participation in this assessment process. Any additional guidelines or accommodations for state assessments will be provided as indicated on the student's current IEP.

## **Student Records**

### Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

The contact information for the Circuit Breaker School Official Records Custodian follows:

L.E.A.S.E. Records Custodian  
1009 Boyce Memorial Dr., Ottawa, IL 61350  
(815) 433-6433

This notice contains a description of your and your student's rights concerning school student records.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The Alliance maintains only *partial* student *temporary* records. The district of residence maintains complete student temporary records.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
3. Completed home language survey
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record
6. Health-related information, defined by the Illinois State Board of Education as “current documentation of a student's health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports”.
7. Accident report, defined by the Illinois State Board of Education as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request.”
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement

The temporary record may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student’s education

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

**1. The right to inspect and copy the student’s education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Records Custodian a written request that identifies the record(s) they wish to inspect. The Records Custodian will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges a fee for copying school student records that corresponds to the fee schedule for copies of records requested under the Freedom of Information Act, but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

**2. The right to request the amendment of the student’s education records that the parent(s)/ guardian(s) or eligible student believes are inaccurate, irrelevant, or improper.**

Parents/guardians or eligible students may ask the Alliance to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason.

A. If the Alliance decides not to amend the record as requested by the parents/guardians or eligible student, the Alliance will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding hearing requests can be found in the section entitled **Student Record Challenges**.

**3. 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 Alliance as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Executive Committee; a person or company with whom the Alliance has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Alliance discloses education 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 will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) 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.

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

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

**5. The right to prohibit the release of directory information concerning the parent's/guardian's child.**

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

Name

Address

Gender

Grade level

Birth date and place

Parent(s)/guardian(s)' names, addresses, electronic mail addresses, and telephone numbers

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

Academic awards, degrees, and honors

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

Major field of study

Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.*

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

**6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

**7. 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.**

**8. 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 that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

### **Student Record Challenges**

Parents/guardians have the right to a hearing to challenge the accuracy, relevancy, or propriety of any entry in their student's school records, exclusive of academic grades and references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. 105 ILCS 10/7; 23 Ill.Admin.Code §375.90. A request for a hearing should be submitted to the Director and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. The following procedures apply to a challenge: 105 ILCS 10/7; 23 Ill.Admin.Code §375.90.

1. The Director or designee will invite the parent(s)/guardian(s) to an initial informal conference, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated. The Director will appoint a hearing officer, who is not employed in the attendance center in which the student is enrolled.
3. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parent(s)/guardian(s) and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
4. At the hearing each party shall have the right to:
  - a. Present evidence and to call witnesses;
  - b. Cross-examine witnesses;
  - c. Counsel;
  - d. A written statement of any decision and the reasons therefore; and
  - e. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.
5. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.

6. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parent(s)/guardian(s) and the Alliance. It shall be based solely on the information presented at the hearing and shall be one of the following:
  - a. To retain the challenged contents of the school student record;
  - b. To remove the challenged contents of the school student record; or
  - c. To change, clarify or add to the challenged contents of the school student record.
7. Any party has the right to appeal the decision of the local hearing officer to the Regional Superintendent or appropriate Intermediate Service Center, within 20 school days after the decision is transmitted. The parent(s)/guardian(s), if they appeal, shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question, and any other pertinent materials to the Regional Superintendent or appropriate Intermediate Service Center. The school may initiate an appeal by the same procedures.
8. The final decision of the Regional Superintendent or appropriate Intermediate Service Center may be appealed to the circuit court of the county in which the school is located.
9. The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute. 105 ILCS 10/7(d).

### **Substance Abuse Counseling/Testing**

C.B.S. and L.E.A.S.E. recognize that both the use of illicit drugs and the possession of alcohol are harmful and in violation of the law.

The manufacture, distribution, dispensation, possession and/or use of a controlled substance and/or alcohol is prohibited on school premises or as part of any school activities. Available to all students in all classrooms at Circuit Breaker School, are age-appropriate, developmentally-based drug and alcohol education and prevention programs which provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol. Also available to students is information for accessing drug/alcohol counseling, rehabilitation, re-entry and assistance programs.

If a student appears to be displaying behavior due to the possible use of alcohol or drugs, a staff member shall report the situation to the acting administrator, who will contact the parent/guardian to inform them of the situation and to make arrangements to have the student picked up from school. Students will not be allowed to remain in the building when they are suspected of being under the influence of alcohol or drugs.

### **Teen Dating Violence**

At our school, teen dating violence is unacceptable. We are committed to providing our students with a school environment where they can learn free from worries about school violence. The purpose of this letter is to inform you of L.E.A.S.E. policy, 7:185, *Teen Dating Violence Prohibited*, which is a component of the Alliance's anti-bullying program.

### **Vision/Hearing Screening**

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist

has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Vision and hearing screening is mandated in the state of Illinois.

### **Weather Emergency**

In the event of an emergency with school closing before the beginning of the school day or during the day, parents/guardians may obtain needed information by electing to participate in the CBS text alert system or by checking the following radio stations:

LaSalle/Peru	WLPO 1220 AM	<a href="http://www.wlpo.net">www.wlpo.net</a>
Streator	WSPL 1250 AM	<a href="http://www.am1250wspl.com">www.am1250wspl.com</a>
Ottawa	WCMY 1430 AM	<a href="http://www.ottawaradio.net">www.ottawaradio.net</a>
Mendota	WGLC 100.1 FM	<a href="http://www.wglc.net">www.wglc.net</a>

Be aware that some school districts may be closed, but Circuit Breaker could be open and transportation still available for your child. The opposite may occur that Circuit Breaker may be closed and your school district may be open. Be sure to check closely the reports for the emergency closings for Circuit Breaker School and not your home district.

## Student Discipline

### Aggressive Behaviors, Bullying, and/or Harassment

"Bullying" shall be defined as any severe or pervasive physical or verbal act or conduct, including written or electronic communication, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) Placing the student in reasonable fear of harm to his/her person or property;
- (2) Causing a detrimental effect on the student's physical or mental health;
- (3) Substantial interference with the student's academic performance; or
- (4) Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school, activities, or privileges provided by a school.

Bullying also includes cyber bullying.

"Bullying and/or harassment" is prohibited based upon a student's sex, color, age, ancestry, national origin, or mental disability.

For this program, when aggressive behavior, bullying, or harassment is deemed gross disobedience or misconduct under current policy, an investigation and/or IEP meeting with district staff/parent will be conducted to determine the appropriate consequences, remedial actions, and/or any necessary changes in the student's IEP plan as this is prohibited. School code states that no student shall be subjected to bullying:

- (1) during any school-sponsored education program or activity;
- (2) while in school, on school property, on school buses or other school vehicles, at designated school bus stops, or at school-sponsored or school-sanctioned events or activities, or
- (3) through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Protection shall be provided to students against retaliation for reporting such conduct. Bullying prevention and character instruction is incorporated across all grades.

### Behavior Management Interventions

In keeping with the Illinois School Code a variety of behavioral interventions will be utilized with students. As needed, the IEP team can be reconvened to review programming and/or the functional behavior assessment (FBA) and behavior intervention plan (BIP) in order to identify and maintain the most appropriate intervention plan for each student's behavioral needs. Any intervention implemented is always under supervision of a C.B.S. staff member and properly documented.

Non-restrictive interventions will be used, when appropriate, with emphasis on positive behavior change rather than behavior control.

When less restrictive interventions have not been effective in changing the problem behavior more restrictive interventions shall be implemented. Restrictive interventions may include but not be limited to:

- Extended learning opportunity (an extended day beyond the regular school hours)
- Safe Seat in the classroom (calming, quiet work area within classroom)
- Student Success Center (calming, quiet work area outside of the classroom)

- Use of the Stop and Think room (a quiet place to settle down enabling him/her to return to the classroom)
- Use of a “time out” room to maintain safe behaviors
- Suspension from school
- *Nonviolent Physical Crisis Intervention* by Crisis Prevention Intervention (CPI) certified staff (used as a last resort when a student is a danger to themselves or others).

Time out is used to provide a student with an opportunity to regain control of his/her emotions. Students who are sent to time out, outside the classroom are asked by the staff member to go without physical assistance. As long as the student does not present an immediate physical danger to self or others they will merely be escorted to time out. If the student does pose a danger to self or others he/she will be escorted to time out using *Nonviolent Physical Crisis Intervention* by CPI certified staff.

Every effort to avoid a *Nonviolent Physical Crisis Intervention* is employed by staff in order to provide the student with opportunities to make alternative behavioral choices. If a student is not demonstrating any physical resistance which endangers him, others, or property, a *Nonviolent Physical Crisis Intervention* will not be initiated.

Following a *Nonviolent Physical Crisis Intervention*, a CPI certified staff member, will reestablish communication and therapeutic rapport with the student. Parents/guardians will be notified if physical CPI interventions have been utilized.

Circuit Breaker Staff will follow pre-established PBIS guidelines to determine if further agency involvement is deemed appropriate (police, medical personnel, etc.)

### **Damaged Property**

Any purposeful or willful misconduct by a student which causes damage to the property of Circuit Breaker School or property of staff, will be the financial responsibility of the student and his/her parent/guardian. It is the responsibility of the student and his parent/guardian to see that the cost of the repair or replacement of the property is fully reimbursed. Additionally, the police will be notified and charges filed.

### **Dress**

Each student is expected to dress neatly and wear clean, neat, well-kept clothes in good repair to school each day. Student behavior is greatly improved, leading to more productive working environment, when students are appropriately dressed. Clothing which Circuit Breaker School considers clearly detrimental to any specific student's progress will be reviewed with student and parent/guardian. Articles of clothing or personal property which contain messages, pictures, initials, numbers, slogans or symbols, etc. that are questionable in taste and are gang and or alcohol/drug related will result in the student being asked to remove the item and/or change into different clothing. An appropriate T-shirt must be worn under/over tank tops or “muscle” shirts. Students are permitted to wear tank tops without a T-shirt only in P.E. class. Student clothing should not be form-fitting nor expose chest, midriff, or area of leg above fingertips when arms placed at sides. All dress is subject to staff discretion.

Hard soled/steel-toed shoes may not be worn on the gym floor.

Student's dress and grooming must not disrupt the educational process. Students who wear an item of clothing, jewelry, or acrylic nails etc., that causes distraction to learning or disruption in the school will be asked to remove the jewelry item and/or change the item of clothing.

Students may not wear dog chains or collars to school. They will be asked to remove them and not bring them back to school or they will be confiscated based on staff discretion.

### **Gang Related Activities**

The presence of or student involvement in gangs, or gang related activities, on school grounds is strictly prohibited. A "gang" is any group of two or more persons whose purpose includes committing illegal acts. This also includes displaying, wearing or using gang symbols or paraphernalia. Any student who violates this policy shall be subject to discipline procedures established by their home district.

### **Internet Access/Safety**

Students will have access to the Internet for further resources and support for daily instruction and skill development. Each student and his or her parent/guardian must sign permission before the student is granted access to live internet connection. Failure of any user to follow the terms of the Permission form for Internet access will result in the disciplinary measures shown within the form.

### **Leaving Without Permission**

Students are not allowed to leave school grounds without a staff member. If a K- 8<sup>th</sup> grade student does leaves school grounds it will be reported to parent or guardian, local police, home district contact, and truancy or probation if applicable. If a high school student leaves school grounds parents will be contacted. It will be parents' responsibility to locate and transport the high school student home. Students are at risk of losing district transportation home that day per policy and procedure.

### **Lockers and Locks**

Each student will be assigned a locker for personal belongings including coats, appropriate school supplies, and lunches. All other items will be stored in a locked location (see Daily Arrival Procedures) Failure to comply with this procedure will result in disciplinary action.

If a student wishes to have a lock on his/her locker they must rent the lock from the office. Rental is \$1.00 which is returned at the end of the year when the lock is returned. Students may not bring locks from home. If this occurs the lock will be removed.

Lockers are the property of the school and may be subject to a search by school officials and authorities with or without prior notice.

### **Level System**

The CBS Progress & Transition System is used to monitor student progress and readiness for transition to a lesser restrictive setting.

- Students begin the school year on level in which they ended.
- 5 Progress & Transition Levels of 30 consecutive successful days each. If a student falls below the expected percentage for the respective level, they restart current level.
  - Orientation- 30 days. Orientation is a 30-day period in which new students learn the expectations, limits, and the overall structure of Circuit Breaker School. Therefore, the Orientation level will always be 30 days regardless of students' overall percentage.
  - A- 30 days earning 70% on individual Daily Point Sheets with 3 “oops” days
  - B- 30 days earning 80% on individual Daily Point Sheets with 2 “oops” days
  - C- 30 days earning 90% on individual Daily Point Sheets with 1 “oops” days
  - Self-monitoring- 30 days earning 90% on individual Daily Point Sheets without falling below. This is the only level where students can drop back to Progress & Transition Level C.
- After a student completes self-monitoring, an IEP meeting will be called to discuss transition to a lesser restrictive setting.
- Some identified major offenses trigger automatic level drops including: physical assault to staff/peer, possession of drugs/alcohol, property damage, AWOL off campus, technology violations, weapons with intent, bomb threat, refusal of behavioral interventions, refusal to return to class, school related arrests

### **Searches/Seizure/Safety**

Whenever there is reasonable suspicion of contraband, weapons, cigarettes and/or lighters and matches, a student and his/her locker, desk, and possessions (such as purses, wallets, book bags, etc.) will be searched in accordance with Illinois School Code.

In order to maintain a safe and orderly environment, the Director or designee including the Principal may request the assistance of law enforcement officials to conduct inspections and searches without notice to or the consent of the student. If a search produces evidence that the student has violated either the law or alliance rules such evidence may be seized and impounded by authorities with disciplinary action possibly being taken.

Signs will be posted to inform individuals that they will be required to submit to a screening for metal as a condition of entering Circuit Breaker School. The screening will be conducted by district staff who may be assisted by law enforcement officials when necessary.

If after any metal items are removed by an individual, the metal detector activates, the individual may be subjected to a “pat-down” search. “Pat-down” search conducted by school personnel shall be limited to clothing for the purpose of discovering items that may have activated the metal detecting device.

School personnel may inspect the contents of any briefcase, parcel, purses, or book bag that activates the metal detector for the purpose of determining whether a weapon is concealed.

### **Smoking**

Circuit Breaker School is a **NO SMOKING** facility. Students are not permitted to use tobacco

products anywhere on school grounds. Neither staff, nor students, nor visitors are permitted to use tobacco products anywhere on the school grounds. Any student found with tobacco products and/or lighters and matches in their possession will have them confiscated.

## **Suspension**

Suspensions out of school may be used up to 10 consecutive days in any one school year for behaviors that may endanger the student, others or property. Out of school suspensions will be used only when a student(s) presents an immediate and, or continued danger.

Any suspension shall be reported immediately to the student's parent(s)/guardians and the resident district. The written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. When a student is serving an assigned out-of-school suspension, he/she is not allowed to be on school property unless under supervision of his/her parent.

## **Transportation**

The drivers are responsible for the safety and well-being of their passengers. Each sending school district provides transportation for Circuit Breaker students and has rules which govern the students' behavior. Transportation is an extension of the school district. Students must adhere to the rule and regulations regarding appropriate and inappropriate behavior when riding the bus. Students who disrupt the safety and well-being of the driver and his/her passengers will be warned and/or suspended from the bus for a period of time. During the bus suspension period the parent/guardian bears the responsibility to transport the student to school. Students are not allowed to drive themselves to Circuit Breaker School.