

# Regional Office of Education #12

## **ASSIST**

### **TAOEP/RSSP Programs**

*Updated September 2020*



*Serving the students and educational professionals of  
Clay, Crawford, Jasper, Lawrence, and Richland Counties, Illinois*

## STUDENT HANDBOOK

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Both the Truant Alternative Optional Education Program (TAOEP) and the Regional Safe School Program (RSSP) serve "At-Risk" students. Both programs serve Clay, Crawford, Jasper, Lawrence, and Richland Counties.

The TAOEP serves students 6-21 years of age. Components of the TAOEP include truancy intervention (all grades), school credit (general/middle school through high school) for students currently enrolled in the regular public. These students must meet one of a number of specific qualifiers and must be referred to the TAOEP by their **HOME** school.

The RSSP is for students in grades 6-12 who are currently enrolled in the regular public school system. For these students the RSSP offers a school credit program. In order to be qualified for school credit while attending the RSSP, the student must meet one of a number of specific qualifiers that indicate a discipline problem. Credit students must be referred for services by the "home" school.

## **INTRODUCTION**

Welcome to the Regional Alternative Schools Program. This program was developed to serve students who need an alternative educational environment to complete junior high and/or high school. Through individual and small group instruction, pupils have the opportunity to reach their goals and have successful outcomes. The ASSIST Program is a coordinated effort among area schools and the Regional Office of Education.

One of the most important requirements for success in the ASSIST Program is the willingness of students to be responsible, committed, and cooperative in furthering their educational goals. We encourage students to assume responsibility for their education in order to achieve academic and personal goals.

Students will find our program activities and staff highly supportive of your positive efforts. Each student enrolled in the ASSIST Program is important to us as we work together to reach the students' educational goals.

## **MISSION STATEMENT**

The purpose of the ASSIST Program is to provide an education alternative to students with diverse needs and learning styles in order for them to obtain the knowledge and skills essential for success.

The staff accepts the responsibility to assist all students so they may attain their maximum educational potential through goals set by the pupil, home district and the Alternative School staff.

## **CREDITS**

High school credits are awarded on a class-by-class basis. In order to receive credit, a student must complete all work assigned and maintain passing grades. Credit is then recommended to the home school to be placed in the student's cumulative record. The ASSIST Program staff works closely with the student's home school district to coordinate credit requirements for graduation.

## **EDUCATIONAL OBJECTIVES**

The following goals have been established for all students enrolled in the ASSIST Program provided by the Regional Office of Education #12.

1. *Learn to master the basic skills involved in reading, communication, reasoning and logic to the best of their abilities.*
2. *Learn to cope with changing conditions.*
3. *Develop a positive attitude toward learning.*
4. *Develop good character and moral integrity.*
5. *Develop a respect for persons who have a different life style and cultural heritage.*
6. *Develop an awareness of the rights of others.*
7. *Learn to be a cooperative, good citizen of the community.*
8. *Understand and practice democratic ideas and ideals.*

## **RESPONSIBILITIES OF STUDENTS**

1. *To become informed of and adhere to reasonable rules and regulations established and implemented by teachers and administrators;*
2. *To respect the rights and individuality of other students and school staff;*
3. *To refrain from libelous, or slanderous remarks and obscenity in verbal and written expression;*
4. *To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety;*
5. *To be punctual and present in the regular assigned school program to the best of one's ability;*
6. *To refrain from gross disobedience, misconduct or any behavior that would disrupt the educational process;*
7. *To maintain the best possible level of academic achievement;*
8. *To respect the authority of school officials in maintaining discipline in school;*
9. *To respect and not cause or attempt to cause damage or theft to any personal or school property;*
10. *To refrain from violating or disregarding established rules and regulations for student conduct on school buses.*

## **ABSENCES AND ATTENDANCE**

Only school officials shall determine whether an absence is excused, or unexcused. Neither parents nor students of any age have the legal authority to allow absences that are not for a valid reason.

If a student is between the age of 7 and 17 years of age or above the age of 17 and enrolled in school, persons having custody of the child are responsible for regular attendance of the student during the regular school year.

Student absence without verbal notification from the parent or guardian to the attendance site will be considered truancy. Absences from class could cause a loss of credit, suspension or expulsion from the program.

### **LEAVING SCHOOL EARLY**

If a student is ill or needs to leave building early for some other valid reason, a parent, guardian or some other responsible adult, listed at enrollment, must provide transportation and sign-out the student.

### **TRUANCY**

Being absent from class or classes without permission is truancy. Regular attendance will be one of the “keys” to student success in the ASSIST Program. Most, if not all, of progress toward credit for graduation will take place when the student is in attendance for class sessions. Students whose attendance consistently falls short of their contractual agreement may be dismissed from the program.

### **TARDINESS**

Tardiness is defined as entering building at or the classroom at any point after class has begun. Tardiness will result in disciplinary action per discipline plan.

### **ACCIDENT REPORT**

Any accident that occurs in school or in connection with a school sponsored activity is to be reported immediately to the teacher in charge. If medical attention is required and student has student insurance through the student’s home school, a claim form must be filed by your parent or guardian.

### **ALCOHOL, CANNABIS, ILLEGAL DRUGS**

Use or possession of alcohol, cannabis and/or other illegal drugs by students during times they are under school supervision or on school property will not be tolerated. Possession or use of alcohol and/or other drugs before class, during class, and/or at the program site is absolutely forbidden. Violation of this will result in an automatic five day suspension from the program and possible expulsion. Students are reminded that it is a felony to possess illegal drugs within ASSIST grounds. School personnel will notify law enforcement authorities.

### **ARTICLES PROHIBITED**

The use or possession of firearms, ammunition, knives, look alike weapons, or anything that could be considered a weapon or explosives, including but not limited to fireworks are prohibited on school property. Authorities will be called immediately if a student is suspected of possession or use of these items or any illegal items. This may result in suspension and/or expulsion from the program. Cigarette lighters and matches will be impounded if discovered in the classroom.

### **SMOKING AND/OR TOBACCO PRODUCTS**

Law prohibits tobacco use, in any form, on school property. Cigarettes, cigars, pipes, vapes, smokeless tobacco, of any type, as well as cigarette lighters and matches will be considered contraband if discovered and will be confiscated. Discipline for these infractions will follow the discipline plan.

### **PERSONAL THREATS**

Personal threats consist of any verbal, written and/or physical abuse that insinuate or cause personal and/or bodily harm. There is to be no physical abuse, threat of violence or intimidation, foul language or sexual harassment towards any student or staff member. Students who exhibit physical aggression or verbally threaten another student or staff may be suspended and/or expelled from the program. Also, charges may be filed with the proper authorities.

### **REPORTING THREATS OF VIOLENCE**

Students are required to report to a teacher or staff member actions or plans that they have knowledge of that could result in harm to another person or persons.

Fail to report harmful actions or plans of another student may result in suspension of privileges, suspension or expulsion from the program and/or, referral to juvenile authorities.

### **CARE OF SCHOOL PROPERTY**

If a student damages school property, he/she will be expected to pay for the damage. Vandalism is the damage and/or destruction of property. Vandals and their parents will be responsible for the restoration of the property to its original condition. Severe vandalism may result in suspension and expulsion from the program. Law enforcement authorities may be notified.

## **FIGHTING**

Students should recognize that there are more constructive ways to solve individual differences than fighting. Causing personal injury to another person could result in legal liability for both the student and his/her parents. Fighting can result in automatic suspension of parties' involved and/or possible expulsion.

## **DISCIPLINE**

One of the most important lessons education should teach is discipline. While discipline does not appear as a subject, it underlies the whole educational structure. Discipline is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people.

The presence of a relatively large number of participants in a school environment makes necessary a code of conduct that enables everyone to realize the full benefits of school. Students are expected to conduct themselves in a manner that reflects respect for each other, their teachers, other staff members, and the school facilities.

The discipline plan in place has variety of infractions that has its own consequences. However, it is at the discretion of the administrator if a higher consequence will be imposed. Due to this, administration will follow due process when accessing situations and then deem the appropriate punishment/point value to the incident.

## **DUE PROCESS PROCEDURES**

A pupil guilty of gross disobedience and/or other serious infractions may be suspended or dropped from the program. If a student is to be expelled from the program, a teacher or administrator will call for a conference that could include the student, parent, home school official, and/or others who are dictated by the situation. After all reasonable viewpoints and alternatives have been considered, the ASSIST staff shall make the final decision. In the event the parents and pupil are not satisfied with the decision reached at the conference, the parents and pupil may appeal the decision to the Program Director, and finally to the Regional Superintendent of Schools.

## **LUNCH DETENTIONS**

Individual teachers and staff members may assign detention to pupils for classroom infractions. Detentions will involve the loss of socialization during lunchtime. Students will sit at designated table and refrain from talking to other students during this time. Failure to follow this rule will warrant additional points added to the student discipline plan. A number of detentions may result in a conference held with the pupil by the teacher or administrator.

## **SUSPENSION**

Pupils may be suspended from the Program or be assigned in-school suspension in compliance with the Illinois School Code. The Administrator will assign suspensions. A parent or guardian will be notified of the student suspension.

Continuous and willful refusal to accomplish program tasks, insubordination, disorderly conduct, vicious, illegal or immoral conduct, and/or persistent violation of school regulations is cause for school suspension.

Parents or guardians may be invited to a conference to determine a satisfactory solution to the student's conduct. In some cases, a conference with the student and parent/guardian may be required before the student is re-admitted to class.

## **EXPULSION**

If an offense is particularly serious and after giving the students and parents opportunity for a hearing, students may be expelled from the ASSIST Program for the following reasons:

1. *Other serious offenses*
2. *Excessive absenteeism*
3. *Vandalism*
4. *Theft*
5. *Fighting*
6. *Personal threat of violence or intimidation of students and/or staff*
7. *Unacceptable language*
8. *Possession of any weapon or any article prohibited by the Program*
9. *Willful and blatant disobedience*
10. *Sexual harassment*
11. *Gross misconduct*
12. *Possession of or selling drugs, alcohol, look alike substances, or any other illegal substances*

## EMERGENCY SCHOOL CLOSING

Any situation causing the closing of schools due to severe weather conditions or national emergencies will be announced on the various radio stations in the counties. If Jasper County schools are closed for inclement weather, the ASSIST will also be closed. If area schools are closed for inclement weather and Jasper is open, those area students are not expected to be transported to school.

## GRADES AND REPORT CARDS

Grades are an evaluation of the student performance. Grades become a permanent record that lasts throughout a lifetime. Institutions of higher learning, potential employers, and various military services are all interested in students' high school records.

Pupil progress reports will be mailed to students and parents periodically throughout the school year. Final grades will be given to the home school district to be placed in the student's file and will become a part of the student's permanent record.

## SOCIAL SERVICES

Social services are available for every student enrolled in the ASSIST Programs. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any questions the student may feel he/she would like to discuss. Students wishing to visit a social worker should notify their teacher.

## STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. *The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.*

*Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.*

2. *The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading.*

*Parents or eligible students may ask the Regional Office of Education to amend a record that they believe is inaccurate or misleading. They should write the school administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.*

*If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.*

3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

*One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent 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.*

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

*Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.*

4. *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 & address of the Office that administers FERPA is:*

*Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Ave, SW  
Washington, DC 20202-4605*

## TELEPHONE/CELL PHONE USE & ELECTRONIC DEVICES

The official telephone is a business phone & may be used by students only with the permission of a teacher or other staff. Students are discouraged from bringing cell phones to school. Upon entering the building, students are to give to the teacher the cell phone and other electronic devices, which may be picked up at the end of the day. If a student is found with a cell phone the following will occur:

**1<sup>st</sup> Offense**—The device will be confiscated and returned *to the student at the end of the day*. Failure to surrender the device will result in a five-day out-of-school suspension.

**2<sup>nd</sup> Offense**—The student will serve one day of In-School Suspension. The device will be confiscated and will only be returned to a parent or guardian. The parent or guardian will schedule an appointment with the principal to retrieve the device. Failure to surrender the device will result in a five-day out-of-school suspension.

**3<sup>rd</sup> Offense**—The student will serve three days of In-School Suspension. The device will be confiscated until the last day of the semester. A parent will schedule an appointment with the principal to retrieve the device. Failure to surrender the device will result in a recommendation for expulsion.

All devices brought onto the ASSIST school property are at the risk of the owner. The school assumes no liability for lost, stolen, or damage to electronic devices.

## SEXUAL HARASSMENT

It is the policy of the Regional Office of Education #12 to provide for its students and employees an educational and employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. The violation of this policy shall result in discipline of employees, including discharge.

Employees, students, or other individuals who feel aggrieved because of sexual harassment should contact the Regional Superintendent or other administrative staff. Sexual Harassment will not be tolerated period.

## SCHOOL DRESS

The appearance or dress of students shall not be disruptive to the educational process, or constitute a health or safety hazard, or cause an interference with schoolwork, or create classroom or school disorder. Students are not to wear clothing that displays the following: any articles of clothing that advertise or display alcohol, tobacco, violence, or illegal drugs, satanic symbols and/or references, and any other articles of clothing that may be considered sexually suggestive clothing. Clothing judged to be offensive due to vulgarity will not be permitted. Clothing which fails to adequately cover the body or which is torn or altered in an explicit or suggestive manner will not be permitted. Undergarments may not be worn as outer clothing and should not be seen. Additionally, students are not to wear chains as part of their attire to school. Hats, unless required for medical or safety reasons, may not be worn in school.

Violations of the above will result in appropriate action that follows the discipline plan.

## GANGS & GANG ACTIVITIES

A “gang” is defined as any group of two or more persons whose purposes include the commission of unlawful acts or violation of school rules and regulations. ASSIST Programs believe that the presence of organized gangs, gang activities, and other undesirable groups have the potential to cause major disruption of and/or material interference with the school environment and school activities. Therefore no student on or about school property shall:

- wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other item which is evidence of membership or affiliation, or promotion of a gang.
- commit any act or behavior, use either verbal or non-verbal gestures, handshakes, drawing, graffiti, tattoos, etc. indicating membership or affiliation in a gang
- use any speech or commit any act or behavior in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting membership, intimidating, threatening, committing any illegal act or violating school policies.

Public school fraternities, sororities, secret societies, satanic groups and gangs are prohibited.

## NONDISCRIMINATION NOTICE

The Regional Office of Education #12 does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion or handicap in admission or access to opportunities in its programs and activities.



No student shall be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

All complaints or inquiries shall be directed to Mr. Monte Newlin, Regional Superintendent of Schools, Regional Office of Education #12, 103 West Main Street, Olney, IL 62450. Phone (618) 392-4631.

Any appeal of a decision given by Mr. Newlin may be filed in writing with the Illinois State Board of Education. An appeal must be filed within fourteen days of receipt of the original decision.

**CLOSED CIRCUIT MONITOR/VIDEO RECORDER**

In order to enhance the safety and security of all concerned, ASSIST classrooms are under continuous surveillance by closed circuit cameras. All individuals are subject to being monitored and/or recorded.

# ROE #12

## ASSIST PROGRAMS

### INTERNET POLICY

Dear Parent(s)/Guardian(s):

We have the ability to enhance your child's education through the use of the Internet. The Internet offers vast, diverse, and unique resources. The ASSIST Programs goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- \*Limited electronic mail communications with people all over the world
- \*Information from government sources, research institutions, and other sources
- \*Discussion groups
- \*Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and the student should read the enclosed Authorization for Internet Access and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The Program takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. It is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s) guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the Program supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the Authorization for Internet Access with your child. If you agree to allow your child to have an Internet account, sign the Authorization form and return it to the Program.

## **Authorization for Internet Access**

*Each teacher must sign this Authorization as a condition for using the Program's Internet connection. Each student and his or her parent(s) guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.*

All use of the Internet should be consistent with the Program's goal of promoting educational excellence by facilitating resource 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 signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

## **TERMS & CONDITIONS**

1. Acceptable Use – Access to the Program's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the Program.
2. Privileges – the use of the Program's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Learning Facilitator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time.
3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devised;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain; sexually oriented
  - e. Wastefully using resources, such as file space;
  - f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually' oriented, threatening, racially' offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.

4. Network Etiquette- You are expected to abide by the generally accepted rules of etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information too accessible via the network to be private property.
5. Warranties – The Program makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Program 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 or omissions. Use of any information obtained via the Internet is at your own risk. The Program specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the Program for any losses, costs, or damages, including reasonable attorney fees incurred by the Program relating too, or arising out of, any breach of this *Authorization*.
7. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the Learning Facilitator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log-on to the Internet as a Learning Facilitator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited too, the uploading or creation of computer viruses.
9. Telephone Charges – The Program assumes no responsibility for any unauthorized charges for fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

STUDENTS AND PARENT(S)/GUARDIAN(S) NEED ONLY SIGN THE AUTHORIZATION FORM INTERNET ACCESS ONCE WHILE ENROLLED BY THE PROGRAM.

# **ROE #12**

## **ALTERNATIVE SCHOOLS**

### **STUDENT MEDICATION**

### **POLICY GUIDELINES**

#### **STUDENT WELFARE – Administering Medicines to Students**

Parent(s) or guardian(s) have the primary responsibility for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well being of the student. Teachers and other program employees shall not be required to administer medication to students. Parent(s) and guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication.

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

A program staff member shall distribute to each student's parent(s)/guardian(s) the program's policy, policy guidelines, and forms on administering medicines to students.

#### **ADMINISTRATIVE PROCEDURES**

##### **Non-Emergency Administration of Student Medication**

#### **I. Definitions**

- A. Medication – as used in this document will refer to both prescription and non-prescription drugs.
  - B. Licensed Prescriber – as defined in this document as any person so license to prescribe medication by the State of Illinois.
  - C. Prescription drugs – drugs requiring a written order for dispensing, signed by a licensed prescriber.
  - D. Non-prescription drugs – medications which may be obtained over the counter without a prescription from a licensed prescriber
  - E. Long-term medication – medication utilized for treatment of chronic illnesses and includes both daily and PRN (as needed) medication.
- II. All medications dispensed in the schools shall be prescribed by an Illinois licensed prescriber. Students who medicate during the school day may bring the medication to school following these guidelines:
- A. A written order for the medication must be obtained from the student's licensed prescriber. The order shall include the information recommended by the Illinois Department of Public Health and the Illinois State Board of Education.
  - B. Medication must be brought to the school in the original package or appropriately labeled container.
    - 1) Prescription drugs shall display:
      - Student's name
      - Prescription number
      - Medication name/dosage
      - Administration route and/or other direction
      - Date and refill
      - Licensed prescriber's name
      - Pharmacy name, address and phone number
      - Name or initials of pharmacist
    - 2) Non-prescription drugs shall be brought to school and stored with the manufacturer's original label indicating the ingredients and the student's name affixed to the container.

- C. The parent(s)/guardian(s) will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent(s)/guardian(s) do not pick up the medication by the end of the school year, the Program Director or Administrator, will discard the medication in the presence of a witness.

III. Student Medical Authorization – No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (written form) is filed. This form shall be completed annually by the student’s parent(s)/guardian(s) and physician and shall be on file at the program site in which the child attends. This form shall be filed prior to dispensation of any medication to a student and the Form shall specify the times at which the medication must be dispensed and the appropriate dosage.

IV. Administration by School Personnel

- A. All student medication shall be left with the person designated by the Program Director.
- B. Medications must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secure area.
- C. The program for administering medications must include the following:
  - 1) Each dose of medication shall be documented in the student’s individual health record. Documentation shall include date, time, dosage, route and the signature or initials of the person administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reasons therefore should be entered in the record.
  - 2) The site’s staff may, in conjunction with a licensed prescriber and parent(s)/guardian(s), identify circumstances in which a student may self-administer medication.
  - 3) Effectiveness and side effects shall be assessed with each administration and documented as necessary in the student’s individual health record. Documentation of effects for long-term medications should be summarized at least quarterly.
  - 4) A procedure shall be established for feedback to the licensed prescriber and the parent(s)/guardian(s) if requested by the licensed prescriber.

V. Administration by Student

- A. A student may self-administer medication with parental consent and the School Medication Authorization Form on file in school. The medication shall be stored for the student.
- B. A record shall be kept on all medication stored, specifying the name of student and name of medication, the time of use, and dosage.

VI. Field Trips

The following instructions shall appear on all parental permission forms required for field trips & outdoor education experiences:

All medication to be administered during this field trip/outdoor education experience shall be clearly marked with:

Student’s name	Prescription number
Medication name/dosage	Administration route and/or other directions
Date and refill	Licensed prescriber’s name
Pharmacy name, address, and phone number	Name or initials of pharmacist

Or if sending over the counter medications, the container is affixed with the manufacturer’s original label indicating the ingredients and student’s name.

**REGIONAL OFFICE OF EDUCATION #12  
ASSIST PROGRAMS**

**SCHOOL MEDICATION AUTHORIZATION FORM FOR PHYSICIAN**

Student's Name \_\_\_\_\_ Birth date \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

School \_\_\_\_\_ Site \_\_\_\_\_

Emergency Phone No. \_\_\_\_\_

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To be completed by the student's physician:

Name of Medication \_\_\_\_\_

Dosage \_\_\_\_\_ Frequency \_\_\_\_\_ Time to be given in School \_\_\_\_\_

Date of Prescription \_\_\_\_\_ Date of Order \_\_\_\_\_

Discontinuation Date \_\_\_\_\_

Diagnosis requiring Medication \_\_\_\_\_

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Intended effect of this medication \_\_\_\_\_

Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition? \_\_\_\_\_

Expected side effects, if any: \_\_\_\_\_

Time Interval for Re-Evaluation \_\_\_\_\_

Other medications student is receiving \_\_\_\_\_

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(Physician's Name – Print)

(Physician's Name – Signature)

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(Address)

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(Phone – Office)

(Phone – Emergency)

Further Instruction Remarks: \_\_\_\_\_

Date \_\_\_\_\_

**REGIONAL OFFICE OF EDUCATION #12  
ASSIST Programs**

**NON-PRESCRIPTION MEDICATION AUTHORIZATION**

Student \_\_\_\_\_ Emergency Phone No. \_\_\_\_\_

Name of Non-Prescription Medication \_\_\_\_\_

Dosage \_\_\_\_\_ Frequency \_\_\_\_\_

Symptoms requiring Medication \_\_\_\_\_

If the student seems to be setting a regular pattern for the administering of this medication, the staff will refuse the student access to the medication and the parent/guardian will be notified. All non-prescription medication will be kept by staff in a specified, closed supervised area and will only be given to student for self-administration under direct staff supervision.

**PRESCRIPTION MEDICATION AUTHORIZATION**

I hereby confirm that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medication emergency, I hereby authorize the program and its employees and agents, on my behalf and stead, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the Program), lawfully prescribed medication in the manner described above. I ACKNOWLEDGE THAT IT MAY BE NECESSARY FOR THE ADMINISTRATION OF MEDICATION TO MY CHILD TO BE PERFORMED BY AN INDIVIDUAL OTHER THAN A SCHOOL NURSE, AND SPECIFICALLY CONSENT TO SUCH PRACTICES. I further acknowledge and agree that, when the lawfully prescribed medication is so administered, or attempted to be administered, I waive any claims I might have against the Program its employees and agents arising out of the administration of said medication. In addition, I agree to hold harmless and indemnify the Program its employees and agents, either jointly and severally, from and against any and all claims, damages causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**ASSIST PROGRAMS**  
**REGIONAL OFFICE OF EDUCATION #12**  
**MONTE NEWLIN, REGIONAL SUPERINTENDENT**

STUDENT'S NAME \_\_\_\_\_

We, the parent(s)/guardian(s) and the above named student, certify that we have received access at [http://www.roe12.net/crbst\\_7.html](http://www.roe12.net/crbst_7.html) to a copy of the school's Student Handbook including Internet User & Student Medication Policies and that we will conform to all rules and regulations of the ASSIST Programs.

We, the parent(s)/guardian(s) and the above named student, understand that the rules and regulations contained in the above named publications will be enforced in school and at school related activities, and on the school bus or other convenience being operated to support the functioning of the ASSIST Programs.

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Student's Signature

Date

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Parent(s)/Guardian(s) Signature

Date

