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SCHOOL CALENDAR 2016-1743

DISCLAIMER

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a property right.

The student handbook will be reviewed annually. The information provided in this handbook is subject to change (additions and revisions) at any time.

TO STUDENTS, PARENTS, AND GUARDIANS:

We would like to take this opportunity to welcome all new and returning students. This handbook is provided to familiarize students and their families with the rules, regulations, and procedures at the READY Program.

We expect all staff members to treat all of the READY students with the utmost respect and courtesy. We also expect the READY students to treat the staff with the same respect and courtesy. With this understanding in place, all READY students will become successful.

If students, parents, or guardians have a concern or disagreement with any of the rules, regulations, or procedures, please feel free to contact a school administrator so we can discuss the disagreement. It will take the input of students, teachers, and parents to ensure a prosperous year.

In advance, we would like to thank you for trusting us with your child. We will do our very best to make this an optimal learning environment.

Respectfully,

Donna Kaufman

Assistant Regional Superintendent of Schools

Champaign-Ford Regional Office of Education #9

**READY PROGRAM SCHOOL CALENDAR
2016-2017**

August 12 & 15	Friday, Monday	Teacher's Institute Days - No School for Students
August 16	Tuesday	First Day of Student Attendance
September 5	Monday	Labor Day – No School
September 23	Friday	School Improvement Day - Early Dismissal at 11:30
October 7	Friday	Teacher's Institute Day - No School
October 10	Monday	Columbus Day – No School
October 14	Friday	<i>End of 1st Quarter (41 student attendance days)</i>
October 27	Thursday	Parent Teacher Conferences from 2:30 – 8:30
October 28	Friday	Parent Teacher Conferences – No School
November 23-25	Wednesday- Friday	Thanksgiving Break – No School
December 19	Final Exams	Special Schedule
December 20	Final Exams	School Improvement Day - Early Dismissal 11:30 <i>End of Second Quarter/End of 1st Semester (43 student attendance days)</i>
December 21- January 3		Winter Vacation - No School
January 4	Wednesday	School Resumes- <i>2nd semester begins</i>
January 13	Friday	School Improvement Day - Early Dismissal at 11:30
January 16	Monday	Dr. M.L. King Jr. Day – No School

February 17	Friday	School Improvement Day - Early Dismissal at 11:30
February 20	Monday	Observance of President's Day – No School
March 2	Thursday	Parent Teacher Conferences from 2:30 – 8:30
March 3	Friday	Parent Teacher Conferences - No School
March 10	Friday	<i>End of Third Quarter</i> (45 student attendance days)
March 17	Friday	School Improvement Day - Early Dismissal at 11:30
March 20-24	Spring Break	- No School
March 27	Monday	School resumes
April 14	Friday	Spring Holiday- No School
April 17	Monday	Spring Holiday- No School
May 4	Thursday	School Improvement Day – Early Dismissal at 11:30
May 5	Friday	Teacher Institute Day- No School
May 24	Wednesday	School Improvement Day- Early Dismissal at 11:30
May 29	Monday	Memorial Day – No School
June 1	Wednesday	Last Official Day of School **

** *Includes 5 weather emergency days.*

If no emergency days are used, the last day of student attendance will be May 24, 2017.

Mission Statement and Belief Statements
READY: Cultivating Change,
Transforming Lives

Student's Belief Statement 1 (Education)

I will work hard to achieve my educational goals now and in the future.

Staff's Belief Statement 1 (Education)

We will provide a holistic education for all learners in a safe and nurturing environment.

Student's Belief Statement 2 (Social/Emotional)

I will view challenges as opportunities for growth to cultivate change in all areas of my life.

Staff's Belief Statement 2 (Social/Emotional)

We will respectfully engage all students at their individual levels, while fostering social and emotional growth.

Student's Belief Statement 3 (Partnerships)

I will work with my family, school staff and the community to use opportunities to help transform my life.

Staff's Belief Statement 3 (Partnerships)

We will partner with families, the home school, social service agencies, and businesses to strengthen our integrated curriculum and enhance student outcomes.

REVIEW OF MISSION STATEMENT

According to the Champaign-Ford Regional Office of Education Policy and Procedure Manual, the mission and belief statements will be reviewed every four years. The School Improvement Team, along with input from parents, students and stakeholders, will be included in that process. Students, parents, staff and stakeholders will be surveyed at least annually to help determine if the school is fulfilling its mission.

STATEMENT OF INTENT

READY stands for Regional Educational Alternative for Developing Youth. The intent of the READY program is to serve 6th through 12th grade students in the Champaign-Ford County region who have been identified as having problems and/or behaviors that cannot be managed in their home school environments. The Safe Schools Legislation states that, “every school district in the State shall do all it can to ensure a safe and appropriate educational environment for all of its students, and the first, but not only, step school districts must take to achieve that goal is to administratively transfer disruptive students from the schools they currently attend to the alternative school programs created by this article. Those administrative transfers will also provide optional educational programs to best fit the needs of transferred students.”

The student admissions criteria established by the district level superintendents within the region indicate that students eligible for transfer are those who have been:

- Suspended at least twice for a period of 4-10 days for gross misconduct as defined by the Regional Safe Schools Program
- Arrested by the police and/or remanded to juvenile or criminal courts for acts related to school activities
- Eligible for disciplinary reassignment pursuant to violation of school district ‘zero tolerance’ policies
- Involved in misconduct that can be demonstrated as serious, repetitive and/or cumulative
- Previously remediated at least once by the local school district
- Youth returned from juvenile correction facilities

Placement in the READY Program is a minimum of one semester (18 weeks). However, the home school placing the student may recommend that the student complete more than the minimum of one semester. After the student has *successfully* completed one semester (as outlined by the Alternative Education Plan), he or she may petition to transition back to his/her home school.

POLICIES AND REGULATIONS

ATTENDANCE POLICIES

Illinois School Code (Section 26-1) states: Whoever has custody or control of any child between the ages of 7 and 17 years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term.

The READY Program will make every effort to inform parents of excessive student absences. Daily attendance is mandatory for successful completion of coursework. **IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDIANS TO SEE THAT THE STUDENT IS IN REGULAR ATTENDANCE.** The law is specific and parents/guardians must cooperate with the school to insure that regular attendance is enforced. Illinois School Code (Section 26-10) states: *Any person having custody or control of a child...who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall...be subject to not more than 30 days imprisonment and/or fined up to \$500.00.*

DAILY ATTENDANCE POLICY

When a student is absent, his or her parent/guardian is to notify the office by 10:00 A.M. stating the reason for the absence. This call is the parent's responsibility. Calls made by students or anyone else other than the parent/guardian are not acceptable. **If the office has not been notified of an absence by 10:00 a.m., school personnel will call home. If the parent/guardian cannot be reached at home, an attempt will be made to contact the parent/guardian at work.** Written excuses will be accepted under certain circumstances as deemed appropriate by the administration.

ENTERING THE BUILDING

Students are required to sign in at the Main Office on the 3rd floor at the beginning of each school day. Upon entering the school building, students will be searched. All coats or jackets, handbags and purses will also be subject to a search. **STUDENTS WILL NOT BE PERMITTED TO ENTER THE BUILDING UNTIL THEY HAVE GONE THROUGH THIS PROCESS. STUDENTS SHOULD ARRIVE BEFORE 8:25 A.M. STUDENTS ARRIVING AFTER 8:35 MAY NOT BE ADMITTED WITHOUT PARENT/GUARDIAN CONSENT, PENDING ADMINISTRATIVE APPROVAL.**

LEAVING SCHOOL DURING SCHOOL HOURS

Students are required to report to the office before leaving school. All students must sign out of the office before leaving school and sign back in when returning to school. A parent/guardian call must verify student permission for leaving. Students must obtain permission from the administration to leave school grounds when students do not have prior permission and/or parents/guardians cannot be

reached. **Failure to follow the above stated procedures will result in an unexcused absence and appropriate disciplinary action.**

If a student becomes ill while at school, the student should ask the teacher for a pass to the office. Students who are ill must report to the office. Students MAY NOT leave school when they are ill unless they have parental/guardian consent.

Bell Schedule for 2016-17

	Start	End
Breakfast	8:00	8:25
Warning Bells	8:25	8:33
1 st hour	8:33	9:23
Passing	9:23	9:26
2 nd hour	9:26	10:16
Passing	10:16	10:19
3 rd hour	10:19	11:09
Passing	11:09	11:12
Lunch (A)	11:12	11:29
4A Passing	11:29	11:32
4 th hour (A)	11:32	12:22
4 th hour (B)	11:12	12:02
Lunch (B)	12:02	12:22
Passing	12:22	12:25
5 th hour	12:25	1:15
Passing	1:15	1:18
6 th hour	1:18	2:08

PREARRANGED ABSENCES

At the discretion of the administration, a student may be allowed to prearrange an absence for vacations, meetings, etc. Make-up for credit is allowed. Prior to the absence, the parent/guardian must call the school and notify the administration.

DOCTOR, DENTIST, and COUNSELING APPOINTMENTS: Every effort should be made by the student to schedule these appointments after 2:30 P.M. on school days or on Saturday. When these types of appointments must be made during the school day, all absences are to be prearranged and assignments picked up prior to leaving. Students should sign out in the office prior to leaving and sign back in upon their return. An appointment card should be presented by the student as soon as possible.

EXCUSED AND UNEXCUSED ABSENCES

It is the responsibility of every student to be present at school and in each of his/her assigned classes each day of the school session unless a parent or guardian gives an acceptable and valid excuse. Absences for the following reasons are

justifiable and, therefore, will be excused. For reasons 5, 6, 7, and 8 absences should be pre-arranged if possible. (See pre-arranges absences.)

1. Illness of pupil; after 3 consecutive days, a doctor's note is required or otherwise, the absence will be considered unexcused
2. Medical and dental appointments that cannot be arranged for out-of-school hours
3. Death of relative or friend
4. Unavoidable accident or emergency
5. Religious holidays or other religious causes
6. Trips on school business
7. Vacation periods with parent/legal guardians
8. Absences for student competition and performances
9. Any related student absence for disciplinary reasons, including suspension and expulsion
10. Probation and court services appointments
11. Other instances will be handled as individual matters by the administration. Such reasons as car trouble, oversleeping, and missing the bus may not be excused absences. If a student is absent, the parent or guardian must notify the Main Office before 10:00 a.m. on the morning of the absence and state the reason(s). **NOTES FROM PARENTS WILL NOT BE ACCEPTED.** After 10 unexcused consecutive absences, the home school will be contacted to determine whether to drop the student.

TRUANCY AND SKIPPING CLASS

A "truant" student is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. Illinois State Law requires that all children under the age of 17 attend school regularly for the entire time school in session during the regular school term. The law also states that any child subject to compulsory attendance, who is absent from school without valid cause for 10% or more of the previous 180 regular days, is considered a chronic or habitual truant (the School Code, Article 26-2a, revised paragraph 9-22-86). Skipping class or unauthorized absence from any portion of a class will be considered truancy and disciplinary action will be taken.

- ***If a student misses 10 unexcused days, the home school will be notified. After that, the student may be recommended to be dropped from the READY Program and returned to the home school.***
- ***If a student misses 5 unexcused days at any time during the school year, the Regional Superintendent will be notified and a truancy referral may be made to the Regional Office of Education. The Attendance Improvement Specialist will work with the families after 5 unexcused absences.***

BICYCLES

Bicycles ridden to school should be locked up while unattended. READY is not responsible for lost or stolen bicycles.

BULLYING AND/OR HARASSMENT

The READY Program strives to maintain an educational environment in which students can attend school, ride buses, and participate in activities free from any form of bullying and/or harassment. Bullying of any type is not tolerated at school or at any school-related activity. Students must realize that any form of bullying/harassment, whether physical, sexual, or general in nature is against the law and school policy. This also includes cyber-bullying that can cause a disruption to the school environment. Any student who is harassed is encouraged to immediately report the incident to school officials. Students found guilty of bullying/harassment face disciplinary action here at school and could face legal action, including monetary action, from the courts. We need to practice the standard that makes for a positive living and learning environment. Treat others as you would want others to treat you.

BULLYING, INTIMIDATION, AND HARASSMENT DIMINISH A STUDENT'S ABILITY TO LEARN AND A SCHOOL'S ABILITY TO EDUCATE. PREVENTING STUDENTS FROM ENGAGING IN THESE DISRUPTIVE BEHAVIORS IS AN IMPORTANT SCHOOL GOAL.

BULLYING ON THE BASIS OF ACTUAL OR PERCEIVED RACE, COLOR, NATIONALITY, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, GENDER-RELATED IDENTITY OR EXPRESSION, ANCESTRY, AGE, RELIGION, PHYSICAL OR MENTAL DISABILITY, ORDER OF PROTECTION STATUS, STATUS OF BEING HOMELESS, OR ACTUAL OR POTENTIAL MARITAL OR PARENTAL STATUS, INCLUDING PREGNANCY, ASSOCIATION WITH A PERSON OR GROUP WITH ONE OR MORE OF THE AFOREMENTIONED ACTUAL OR PERCEIVED CHARACTERISTICS, OR ANY OTHER DISTINGUISHING CHARACTERISTIC IS PROHIBITED IN EACH OF THE FOLLOWING SITUATIONS:

1) DURING ANY SCHOOL SPONSORED EDUCATIONAL PROGRAM OR ACTIVITY; 2) WHILE IN SCHOOL, ON SCHOOL PROPERTY, ON SCHOOL BUSES OR AT DESIGNATED SCHOOL BUS STOPS WAITING FOR THE SCHOOL BUS OR MTD; 3) THROUGH THE TRANSMISSION OF INFORMATION FROM A SCHOOL COMPUTER OR OTHER SIMILAR ELECTRONIC DISTRICT EQUIPMENT.

FOR PURPOSES OF THIS POLICY, THE TERM BULLYING MEANS ANY SEVERE OR PERVASIVE PHYSICAL OR VERBAL ACT OR CONDUCT, INCLUDING COMMUNICATIONS MADE IN WRITING OR ELECTRONICALLY, DIRECTED TOWARD A STUDENT THAT HAS OR CAN BE REASONABLY PREDICTED TO HAVE THE EFFECT OF ONE OR MORE OF THE FOLLOWING:

- **PLACING THE STUDENT IN REASONABLE FEAR OF HARM TO THE STUDENT'S PERSON OR PROPERTY.**

- CAUSING A SUBSTANTIALLY DETRIMENTAL EFFECT ON THE STUDENT'S PHYSICAL OR MENTAL HEALTH.
- SUBSTANTIALLY INTERFERING WITH THE STUDENT'S ABILITY TO PARTICIPATE IN OR BENEFIT FROM THE SERVICES, ACTIVITIES, OR PRIVILEGES PROVIDED BY A SCHOOL.

BUSES

When a student is being transported to and from school on a MTD bus, school bus, or any other authorized mode of transportation, he/she is as much a part of the school as though they were on campus. The rules of good citizenship and conduct will prevail. In case of gross disobedience on any of these modes of transportation to and/or from school, the student's privilege to ride any authorized mode of transportation may be revoked and/or suspended along with other disciplinary action.

A. BUS PASSES & STUDENT I.D. CARD

Each student will be issued a student identification card. On the back of the I.D. card will be a MTD bus pass. Students are responsible for carrying this card with them at all times. If a student loses the card, he/she is responsible for the cost to replace the card. **The first card is at no charge to the student and each replacement card thereafter will cost \$5.00.**

CAFETERIA GUIDELINES

Breakfast - \$1.35 (Regular) \$0.30 (Reduced)

Lunch - \$2.90 (Regular) \$0.40 (Reduced)

Students have the following options available to them during lunch:

1. Professional students may leave the building at the start of the lunch and go out for lunch and return promptly at the end of lunch.
2. Non-Professional students will go directly to the cafeteria and remain there for the entire lunch period.
3. Parents, guardians and mentors may take students to lunch.
4. Students may buy breakfast and lunch in the cafeteria or bring a lunch to eat in the cafeteria. Reduced priced and paid lunches will be billed monthly to the student's family with payment expected before the next month's billing. Failure to pay each month will result in the student not being allowed to charge lunches.
5. Students may purchase additional a la carte items. Students must pay with cash for a la carte items.
6. Students are responsible for cleaning up the table space where they eat.
7. Eating and drinking is permitted only in the cafeteria. Food, drink, and candy are not to be taken to the classrooms.
8. Courtesy and good conduct must be observed.
9. Failure to comply with these rules may result in disciplinary action.

CARE AND USE OF THE BUILDING

The defacing or destruction of school property is a violation of the law. Students are expected to respect all school property. They should report any damage to the Main Office.

CARS

Students may drive to school. However, they are responsible for parking fees. It costs \$.75/hour to park in front of the building. Students must have a permit to park in the lot east of the Illinois Terminal.

CHANGE OF ADDRESS OR PHONE NUMBER

It is the responsibility of the student and parent/guardian to report any changes in address, guardianship and/or phone number to the Main Office.

CHEATING/PLAGIARISM POLICY

Cheating is misrepresenting another person's work as your own, compromising the security of testing in any way, or allowing your work to be used in such manner. Students are expected to perform their own work. In the event that cheating is suspected, the teacher involved will:

1. Discuss the incident with the student
2. Determine if cheating occurred
3. Notify the parent/guardian and an administrator

Any situation where a student is found to be cheating will result in no credit for that particular assignment. Repeated cheating incidents may result in a failing grade for the course.

COMPLAINT PROCEDURE

To ensure that there is a procedure whereby all persons who have complaints concerning the Regional Office of Education will receive prompt and careful attention, to ensure that the person(s) against whom the complaint is directed is given adequate protection, and to ensure that the complaints are processed expeditiously as possible, the following procedures are prescribed for use by persons who wish to make complaints. When the ROE personnel receive complaints which cannot be resolved with reasonable dispatch by the person who receives the complaint (or by someone to whom the complainant can be referred), the person who originates the complaint shall be given a copy of the ROE Complaint Form and an explanation of how to complete it on the inside and file it with the Regional Superintendent.

COMPUTER ROOM/COMPUTER USAGE

Students must be supervised when working in the computer room. Food and drink are prohibited. The READY Program offers students access to a computer network and the Internet. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form. Should a parent prefer that a student not have Internet access, use of the computers is still possible as word processing.

Students must follow the policy stated below in order to retain computer use privileges:

1. Do not use the computer for any of the following reasons:
 - a. *Harming other people or their work*
 - b. *Damaging the computer or network*
 - c. *Installing illegal software, shareware, or freeware*
 - d. *Violating copyright laws*
 - e. *Viewing, sending, or displaying offensive messages or pictures*
 - f. *Sharing your password*
 - g. *Wasting limited resources such as disk space or printing capacity*
 - h. *Trespassing in other persons folders, work, or files*
2. Notify an adult immediately, if by accident, you encounter materials that violate the rules of appropriate use.
3. Be prepared to be held accountable for your actions and for the possible loss of computer privileges if the Rules of Appropriate Use are violated.
4. Technology must be used for educational use only.

CORPORAL PUNISHMENT:

Corporal punishment is not used at the READY Program.

DOORS FOR ENTRY AND WAITING AREAS

Students may enter the school between 8:00 a.m. and 8:30 a.m. Once a student is on MTD property, he/she must come to the 3rd floor. Loitering downstairs before school starts may result in disciplinary action. Students will need to wait in the cafeteria area before classes begin. **After 8:35 a.m., students may not be allowed to enter without prior consent or notification from the parent and/or legal guardian, pending administrative approval.** During inclement weather, students may enter the school as early as 7:30 a.m. Students should leave school grounds by 2:30 p.m.

Failure to leave the school grounds after school has dismissed may result in disciplinary action. If a student remains in the lobby of the Illinois Terminal Building past 2:30 p.m., he/she will be asked to leave promptly. If the student does not vacate the building after being directed to do so, the police may be notified.

All students will enter the READY Program by the elevators to the 3rd floor. Students must sign-in at the main office.

DRESS CODE

A. GENERAL CLEANLINESS

Students are required to be neat, clean and fully clothed at all times. Lack of cleanliness indicating possible may warrant a DCFS call as mandated by law. Offensive odors and unclean attire shall be discussed privately and politely with the student/guardian by any staff member who may become aware of the unhealthy situation.

B. DRESS AND APPEARANCE

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

There is an ever-increasing body of research literature that supports the premise that there is a strong correlation between formality in dress and educational disciplinary excellence. These findings support the belief that certain standards of dress and modesty enhance the learning environment. The standards should be consistent with good judgment, common sense, decency, respectability, and community standards. **Clearly, students cannot wear any clothing that advocates or promotes religious, ethnic or racial intolerance, nor may clothing indicate gang membership.**

C. CLOTHING GUIDELINES:

1. Spaghetti-strap tops, halter-tops, tube tops, and tank tops are not permitted unless additional clothing is worn that fits securely at the shoulders and at the arms.
2. A garment may not expose the torso under any conditions. Shirts, blouses, and tops, which are not tucked in, must be long enough to cover the midsection when the student is in a sitting, or standing posture.
3. No garment may be worn which advertises drug, alcohol, or tobacco products.
4. No garment may be worn that is sexually suggestive.
5. Sunglasses are not acceptable unless by doctor request.
6. Shoes must be worn on school premises at all times.
7. Pants or shorts must be worn at the waist as designed.
8. Gang related tattoos must be covered at all times.
9. Unusual or “costume” dress is not acceptable.
10. Shorts, skirts, or skorts must be of reasonable length and fit.
11. Hats, caps, picks, combs, bandanas, and doo-rags may not be worn in the building.
12. Chains of any length are not acceptable. They are potentially hazardous to student safety and can cause damage to property. They can also be a disruption to the learning atmosphere.
13. Jewelry must be non-gang related and must be reasonably sized. If a student is found wearing and/or displaying inappropriate jewelry, the student must turn in the item(s) to the main office

Students wearing unacceptable attire will be asked to change into acceptable attire. Violators may be sent home to change or asked to cover up inappropriate attire with another garment. Teachers and administrators are responsible for monitoring the dress of the student body. If you have any questions regarding acceptability of a particular item of clothing, check with one of the administrators before you wear the item to school.

DRIVERS EDUCATION PROGRAM & VEHICLE SAFETY

Safety and behind-the-wheel driver education are programs offered at READY High School. These programs are a privilege for students participating in them. According to state law, *students must have passed a total of eight classes in the previous two semesters in order to be eligible to take any component of driver's education.* All freshman and students above this level may be eligible to complete this requirement. Students must sign up to take these classes; after signing up, students are given priority according to age. The older students will be given first priority, based on academic achievement. A certified birth certificate will be needed to obtain the driver's permit and/or license. The birth certificate must be verified from a courthouse, and it must have the official raised seal. A \$50 non-refundable participation fee will be charged to students participating in the program and it must be paid prior to the beginning of class. While participating in this program, students must maintain a 90% attendance rate. If a student is suspended while in this program, this privilege will be revoked, and they will be dropped from the program. The participation fee will not be refunded due to suspension.

Driver Education Program as Outlined in the Illinois School Code: *105 ILCS 5/27-23 and 27-24.2 of the School Code requires each school district which maintains grades 9 through 12 to offer a driver education course which is defined as both classroom and behind-the-wheel. The state administrative rules which govern school district Driver Education programs can be accessed at Part 252 Driver Education. Both the classroom instruction part and the practice driving part of such driver education course shall be open to a resident or non-resident pupil attending a non-public school in the district wherein the course is offered and to each resident of the district who acquires or holds a currently valid driver's license during the term of the course and who is at least 15 but has not reached 21 years of age, without regard to whether any such person is enrolled in any other course offered in any school that the district operates. Each student attending any public or non-public high school in the district must receive a passing grade in at least 8 courses during the previous 2 semesters prior to enrolling in a driver education course, or the student shall not be permitted to enroll in the course; provided that the local superintendent of schools (with respect to a student attending a non-public high school in the district) may waive the requirement if the superintendent or chief school administrator, as the case may be, deems it to be in the best interest of the student.*

DRUG and ALCOHOL POLICY-**Under the influence**Students are not be permitted to discuss the distribution or usage of drugs or alcohol at any time during the school day.

Students found to be under the influence of drugs and/or alcohol during the school day while under the supervision of school personnel or on school property are subject to the actions and standards listed below.

Students will not be permitted to attend classes in the READY Program during any school day if they are found to be under the influence of drugs or alcohol. The READY administrators will make the determination as to whether a student is under the influence of drugs and/or alcohol. The criteria used to make the determination in regard to whether or not a student is under the influence of drugs or alcohol include (but are not limited to) the following:

1. Odor (that a reasonable person would determine as alcohol or drugs) on a student's breath or his/her clothes, and/or
2. Condition of the student's eyes (bloodshot or swollen) that may be due to the ingestion of drugs or alcohol, and/or
3. Speech patterns (slurred or inconsistent speech patterns not normal for that individual student that may indicate the ingestion of alcohol or drugs), and/or
4. Inability of the student to walk a straight line that may be due to the ingestion of drugs or alcohol, and/or
5. Questioning and investigation of the student by READY administrators, and the outcome of the investigation determines the student has ingested alcohol or drugs

If an administrator determines that a student is under the influence of drugs or alcohol at school; the parent will be notified and the student may be sent home for the remainder of the day.

ELECTRONIC EQUIPMENT, CELL PHONES, AND MUSIC PLAYERS

Cell phones and other electronic devices may not be used in any way to disrupt the learning environment. **Students may only use their cell phones to text or listen to music with headphones while in the school building during breakfast and lunch.** No phone calls, audio or visual recordings or photography are allowed at any time.

If the student is on his/her cell phone at any time, except during breakfast or lunch, the device may be confiscated and appropriate disciplinary action taken by the administration.

Cell phones should be kept away during class time and the devices should be off and not be seen. *Cell phones or other electronic devices may not be used in the classroom unless the teacher has allowed such devices for learning activities that require the devices to enhance a learning activity.*

If a student is using a cell phone at inappropriate times or in an inappropriate manner, the phone may be confiscated by an administrator until the end of the school day. If a student continues to violate this policy, parents/guardians will be

notified and disciplinary action may occur, including suspension from school. Actions deemed inappropriate by administration will be handled accordingly.

EXTRACURRICULAR ACTIVITIES: ELIGIBILITY REQUIREMENTS

1. The student will meet all academic requirements set by the home school. (i.e. passing the required number of classes, maintaining an acceptable GPA, attendance, etc.)
2. The student must be recommended by the READY Program Administration in order to participate in any activities. An administrator will contact the home school administrator to confirm that the student meets all the requirements to participate in any home school activity or sports program.
3. While participating in an activity at the home school, the student is required to follow all the rules of the home school.

FALSE ALARMS

Fire Prevention Code, Chapter 22, Article 2, Section 22.206 (ILCS). It is illegal to activate a fire alarm if there is not an emergency. Fines range from \$5.00 to \$200.00 and possible suspension from school for any student who falsely activates a fire alarm.

FIELD TRIPS

Students and parents/guardians will sign a permission slip during registration. This permission slip gives the staff at READY consent from parents/guardians to transport students to and from events sanctioned by READY. Parents/guardians will be notified of any field trips at least three days prior to the event.

FIGHTING

The staff at READY expects students to avoid and refrain from physical confrontation (fights) at all times. It takes TWO people to fight. The individual who retaliates by throwing a punch will be disciplined along with the individual who was the aggressor. Students who fail to abide by this expectation are subject to suspension. Fights will not be tolerated, and students are expected to contact school personnel (teacher, counselor, social worker or administrator), so that interventions can be done to help resolve the situation before it becomes a problem. **Police will be notified of physical aggression towards other students or staff.**

FIRE/DISASTER DRILLS

During a drill, students must follow any instructions provided by the adults in charge. A student must remain under the direct supervision of his/her teacher during a drill.

FOOD/BEVERAGE

Food and/or beverages that are purchased at school-sponsored sales MUST be fully consumed, and trash must be properly disposed of before leaving the cafeteria. Exceptions can be made on an individual basis.

GAMBLING

Gambling is prohibited by State Law and city ordinance. Students violating such a law may be referred to the City Police and/or County Officers and face disciplinary action as established by READY. Shooting dice is a form of gambling.

GANGS AND GANG RELATED ACTIVITIES

The presence of, or student involvement in gangs or gang-related activities on school grounds, at lunchtime, while school is in session or at school-related events, including the display of gang symbols or gang paraphernalia, is prohibited. Any student who violates this policy may be subject to suspension. As used here, the term “gang” shall mean any organization, club, or group composed wholly or in part of students which seek to perpetuate themselves by accepting additional members from the students enrolled at READY, and which are assembled for the common purpose of design of:

1. Committing or conspiring to commit criminal offenses
2. Engaging in conduct that is hostile to the public good
3. Engaging in conduct that interferes with or disrupts the educational environment

As used herein, the phrase “gang-related activity” shall mean any conduct engaged in by a student:

1. On behalf of any gang
2. To perpetuate the existence of any gang
3. To effect the common purpose and design of any gang, including, without limitation, recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang. “Gangster Disciples,” “Vice lords,” “Neo-Nazi” groups, and the like are considered gangs
4. Students must refrain from doing any type of “gang handshake.” Any handshake that is perceived as gang related may result in disciplinary action.

GENERAL EDUCATION DEGREE (GED)

Students who are 16 years or older are eligible to be enrolled in the General Education Program offered at the READY in collaboration with Parkland College. The General Education Program will allow qualifying students to obtain a High School Equivalent Degree called a General Education Degree (G.E.D.). This option is a privilege and will be offered only to students that express an interest in obtaining their G.E.D.

GRADING POLICY AND/OR COURSE CREDIT

Incompletes are recorded on grade cards when there is work (assignments/tests) to be completed prior to determining the quarter or semester grade. It is the responsibility of the student to complete make-up work within two weeks following the end of the marking period. An administrator may grant extensions when the circumstances are deemed appropriate. An explanation of the method of

determining grades will be given to students by each teacher. The following grading scale is used and grades are issued at the end of each quarter:

100 – 90 = A

89 – 80 = B

79 – 70 = C

69 – 60 = D

59 and below = F

GRADUATION REQUIREMENTS

One of the goals of READY is to transition the student(s) back to their home school(s). If a student is unable or unwilling to transition back to their home school, every student at the READY high school level has the choice of completing the General Education Program (GED) or completing his/her home school's graduation requirements. Students in the 8th grade will either graduate from their home school or be promoted to the 9th grade if all requirements are met by the home school.

The READY Program has a graduation ceremony at the end of the school year. The program is a privilege not a right. If a student has not met behavioral expectations, he/she may not be eligible to take part in the ceremony. READY administrators will determine if a student is not eligible to participate in the ceremony.

HAZING “INITIATION”

READY does not permit hazing of any sort. An informal initiation like “Freshmen Initiation” is an example of hazing. Disciplinary action including suspension from school may be taken.

HARASSMENT (See Bullying)

INDEPENDENT/WORK STUDY

Students who are interested in Independent Study or Work Study Programs will need to contact the WIA Coordinator, guidance counselor or an administrator. Specific guidelines and regulations will be determined on an individual basis.

INTERNET/TECHNOLOGY

The policy for Internet usage recognizes the fact that there is inappropriate material on the Internet and that students are responsible for not visiting sites that are inappropriate. This policy also discusses the guidelines that must be followed when posting student information to the Internet, appropriate and inappropriate use of e-mail, and guidelines regarding “hacking” computer networks and systems. This policy must be read and a form signed by the student and his/her parent/guardian to signify that both have read and understand the policy. The form and policy will be distributed at registration and must be returned signed before students can access the Internet.

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy

is necessary for continued access to the school's technological resources.

Students must:

1. Respect and protect the privacy of others.
 - Use only assigned accounts
 - Not view, use, or copy passwords, data, or networks to which they are not authorized
 - Not distribute private information about others or themselves

2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted
 - Report security risks or violations to a teacher or network administrator
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner
 - Conserve, protect, and share these resources with other students and Internet users

3. Respect and protect the intellectual property of others.
 - Not infringe copyrights (no making illegal copies of music, games, or movies!)
 - Not plagiarize

4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful
 - Report threatening or discomfoting materials to a teacher
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass or bullying someone else)
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct
 - Not send spam, chain letters, or other mass unsolicited mailings
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy.

Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline,

or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

INTIMIDATION AND THREATS (including bullying)

Intimidation is a verbal threat to strike, or otherwise harm or injures another person. Intimidation is not only against school rules; it is also against the law. A student does not actually have to physically harm another person to be subject to disciplinary or legal action.

LASER POINTERS

READY prohibits the personal use and possession of laser pointers by students at school or at any school function. Laser pointers disrupt the educational environment of the school and may endanger the well-being of students and staff. Students who feel they need to utilize a laser pointer for educational purposes must request pre-approval from the Main Office.

LOCKERS

All students will be issued a locker. Lockers are the property of READY and must be used for the purpose intended; storage area for books, school supplies, PE clothing, and outdoor garments. Students should only use the locker assigned to them. If school officials have a reasonable suspicion that the student has placed inappropriate, illegal or dangerous materials, or substances in the locker, school officials may then search the locker, with or without the student's knowledge or consent. If students have shared lockers and ownership of contraband cannot be determined, all students sharing the locker will receive the same disciplinary consequence. *The READY Program's insurance policies do not cover anyone's personal belongings. Please leave valuables at home.*

LOST AND DAMAGED BOOKS

Students are required to pay for lost and damaged textbooks if the books are damaged beyond repair and/or the book has been missing for two weeks.

LOST AND FOUND

Students are asked to promptly turn in articles found, and inquire about things lost, in the Main Office. Articles such as expensive jewelry, eyeglasses, etc., are to be turned into the Main Office. Large sums of money should not be carried by students or left in any lockers. If there are circumstances requiring this, please notify the Main Office. READY does its best to safeguard your valuables, but cannot assume any liability for their loss, damage or theft.

MACE, PEPPER SPRAY, ETC.

Mace, pepper spray, etc., should not be brought on school property at any time. Such items will be confiscated, and the student may be subject to disciplinary action. Mace and pepper spray are threats to the health and safety of students and staff.

MAKE-UP WORK

It is important that the student and his/her parents realize it is the **student's responsibility** to initiate contact with teachers to make up work missed when the student is absent from all or part of a class for any reason. It is the student's responsibility to make the appointment with the teacher before or after school, and it is the student and parent's responsibility to pre-arrange transportation home, etc. Uncompleted work, whether the absence is excused or unexcused, will result in grades of zeros for these tasks. When students are suspended from school, it is the student's responsibility to make arrangements to keep up with class assignments. Students will be permitted to make up work missed due to suspension and receive credit for the make-up work.

MANDATED REPORTER: REPORT OF ABUSE-MANDATED REPORTER ACT

In accordance with state law, all school employees who suspect child abuse or neglect **must** report such suspicion to the Illinois Department of Child and Family Services (DCFS). Child abuse may be defined as any child who has suffered injury or disability from physical abuse, or shows signs of malnutrition other than by accidental means.

Any school employee who makes such a report shall be presumed to be acting in good faith, and in so doing, shall be immune from any liability.

MEDICATION

Students who require medication must keep the medicine in the Main Office until the required dose is needed. All medication must be brought to school in its original container. The parent/guardian must sign medication use form before the school can allow a student to take medication.

OFFICE REFERRALS

When a student receives an office referral (OR), he/she should go directly to the Office Referral Room. Students will remain in the OR room until they have had time to address the reason for the office referral, copy the Expectation Matrix, and discuss the incident with a teacher/student (or administrator) who was involved in the office referral. Some behaviors that result in an automatic office referral include, but are not limited to, cussing at staff, leaving the classroom without permission, skipping class, and any other acts of gross misbehavior.

PASSES

Students will be required to show a pass to any/all staff members upon request. Student must have a pass with them if they leave the classroom.

PHYSICAL EDUCATION

All students are expected to participate in physical education unless they have a doctor's excuse. Physical education class is held off campus. Students will be required to walk with the class and the teacher to the gym or other location for the class regardless of weather. Appropriate clothing is the responsibility of the student, and clothing must be worn at all times. Students should wear tennis shoes during physical education class. **Failure to participate in physical education class may result in being dropped from the class, and therefore, credit will not be earned. If a student skips P.E., he/she will have a lunch detention.**

PHYSICAL RESTRAINTS

Students may be physically restrained when:

1. The student poses a physical risk to himself, herself, others or property
2. There is no medical contraindication to its use

“Restraint” does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and that are designed to:

Whenever a physical restraint is used, school personnel shall fully document the incident, including the events leading up to the incident, the type of restraint used, the length of time the student is restrained, and the staff involved. The parents or guardian of the student shall be informed whenever a restraint is used.

PROFANITY AND OBSCENITY

These means of communication are not acceptable at READY. Disciplinary action may be necessary if appropriate language is not used.

REPORT CARDS

Report cards are mailed to parents/guardians at the end of each school quarter. Each student's home school will also receive a copy of that pupil's grades. In addition to the reports made regularly each nine weeks, supplementary reports to parents will be made if the need arises. Such reports are made by telephone, by letter, by teacher/staff contacts to the home, by parent visits to the school, or by means of a form prepared for this purpose.

RESTROOMS

Loitering, vandalizing and littering in the restrooms will not be tolerated. Remaining in the restroom for an extended time because of illness without proper notification to the teacher or Main Office may result in an office referral. Cell phones are not to be used in the restrooms.

SCHOOL CLOSURE

READY has an official calendar and will follow this schedule. (See page 5) READY will be in session on the days indicated by the school calendar, and students will be expected to attend. **READY will close school due to inclement**

weather and the announcement will be made on local television and radio stations.

- If a student’s home school cannot provide transportation for the student due to inclement weather, the student’s parent/guardian will need to call the Main Office for the student.

SCHOOL SAFETY

All students are expected to report issues relative to school safety to school personnel. This would include knowledge of weapons, drugs, and threats to do harm to staff, students, the school or its property.

SEARCHES

To maintain order and security in the school, all students will be searched upon entering school. Students may be asked to empty their pockets. Students should have no reasonable expectation of privacy in their desks, lockers, parking lots/areas, or other property owned or controlled by the school or their personal effects left in those areas. To maintain order and security in the schools, school authorities may inspect and search these areas and/or personal effects left in their areas without notice to or the consent of the student, and without a search warrant. In addition, school authorities may request the assistance of law enforcement officials and their specially trained dogs for the purpose of conducting searches of these areas for illegal drugs, weapons, or other illegal or dangerous substances or materials.

The school has jurisdiction over student actions in school, on school property, during school-sponsored activities or events and during any activity or event that bears reasonable relationship to school. When reasonable suspicion exists that a student has violated the law or the school rules, then personal property, including handbags; wallets, books and backpacks, briefcases, stockings, shoes, other personal effects, and vehicles may be searched.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. An employee or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student’s academic status; or
2. has the purpose or effect of:
 - a. substantially interfering with a student’s educational environment
 - b. creating an intimidating, hostile, or offensive educational environment
 - c. depriving a student of educational aid, benefits, services, or treatment; or
 - d. making submission to or rejection of such conduct the basis for academic decisions affecting a student

The terms “intimidating,” “hostile,” and “offensive” include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with an administrator. Students may choose to report the incident to a staff member of the same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Administrator for appropriate action. The Director and/or Regional Superintendent serves as the Nondiscrimination Coordinator and Complaint Manager.

SKATEBOARDS/ROLLERBLADES/SCOOTERS

Wheeled devices of transportation are to be stored in the student’s locker or in the Main Office. The use of these devices on school campus and/or MTD campus may result in disciplinary action being taken.

SMOKING/LIGHTERS

According to state law, students may not smoke or use tobacco in the building, on school property, or at ANY school-related function. All forms of tobacco and lighters are prohibited at school

SNOWBALLS

Snowballing is forbidden on or near the READY campus at any time. Disciplinary action may be taken against students found to be throwing snow at any object on or near the READY campus.

SOLICITING

Students are not to solicit or act as agents while on the school grounds for any business or organization. Any such action must be proposed and approved by the Main Office.

TARDINESS TO CLASS

STUDENTS LATE TO CLASS MAY BE CONSIDERED TARDY AND MAY RECEIVE A CONSEQUENCE FROM THE TEACHER. (See the Bell Schedule on Page 10).

TELEPHONES

Students may use the telephone in the office to call home only in case of emergency. *For the student cell phone policy, please refer to page 19.*

TRANSCRIPTS

READY transcripts are provided to the student's home school. Official transcripts that are required by universities and colleges will need to be requested from the student's home school. All of the home school's rules and fee regulations will apply.

TRANSPORTATION

The student's home school will provide transportation to and from READY. The responsibility to arrive at school on time will be entirely up to the student and parent/guardian. READY does not control any part of a student's transportation other than issuing MTD passes to Champaign and Urbana students. One MTD pass will be provided for each student. If this pass becomes lost or stolen, it is up to the student to contact the Main Office for a replacement pass. The student is responsible for the cost of the replacement pass which is \$5.00. If a student rides the MTD bus, he/she must catch the first bus that comes and may not loiter on MTD grounds.

VIDEO CAMERAS

To ensure the safety of the students and of the school, video/surveillance cameras are used throughout the Illinois Terminal building and on buses.

VISITORS TO THE SCHOOL

Visitors are welcome at the READY Program provided their presence will not be disruptive. All visitors must initially report to the office. Any staff member may request identification from any person on school grounds; refusal to provide such information is a criminal act. The building administrator or designee shall seek the immediate removal of any person who refuses to provide requested identification, interferes with, disrupts, or threatens to disrupt any school activity or the learning environment.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

The READY Program is a PBIS school and uses positive interventions and supports to meet the needs of our student body.

The READY Program takes a proactive approach to discipline and building a positive school culture. As a PBIS school, every student will be given the tools to be school successful. The PBIS team meets weekly to discuss supports and interventions.

What is School-wide PBIS?

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

Why is it so important to focus on teaching positive social behaviors?

Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's

educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

A school wide incentive offered by the PBIS teams includes recognizing students who reach the professional level.

Professional Level

To obtain the Professional Level, a student must complete the following:

- Obtain 20 consecutive attendance days and NO office referrals.
- Senior level (GR 12) students will begin the year as a Professional. Students must maintain all the requirements to remain at the Professional level.
- Demonstrated mastery of the social skills to either a social worker or administrator,
- Have fewer than 4 unexcused absences during quarter.
- Pass all classes.

Once students reaches this level, they may leave the 2nd/3rd floor during lunch and are eligible for special incentives and field trips.

**SCHOOL-WIDE EXPECTATIONS
READY PROGRAM**

	Classroom	Hallway	Breakfast/ Lunch	Large group	Bathroom	Downstairs	P.E./ Off campus	Bus
Respect Yourself	<ul style="list-style-type: none"> ▪ Do your best ▪ Be on task ▪ Follow directions ▪ Participate ▪ Ask permission to leave classroom 	<ul style="list-style-type: none"> ▪ Use appropriate language and tone ▪ Keep personal items in locker 	<ul style="list-style-type: none"> ▪ Wait your turn ▪ Use appropriate language and tone ▪ 4 to a table 	<ul style="list-style-type: none"> ▪ Dress appropriately ▪ Be on time ▪ Remain in seat 	<ul style="list-style-type: none"> ▪ Wash hands with soap ▪ Go directly back to class 	<ul style="list-style-type: none"> ▪ Use appropriate language and tone ▪ Sit while waiting ▪ Follow MTD rules 	<ul style="list-style-type: none"> ▪ Follow adult directions ▪ Participate ▪ Stay with group/staff ▪ All school rules still apply 	<ul style="list-style-type: none"> ▪ Follow adult directions ▪ Participate ▪ Stay with group/staff ▪ All school rules still apply
Respect Others	<ul style="list-style-type: none"> ▪ Use appropriate language/tone ▪ Raise hand ▪ Wait your turn ▪ Keep hands, feet, & objects to yourself ▪ Respect rights and opinions of others 	<ul style="list-style-type: none"> ▪ Keep hands, feet, & objects to yourself ▪ Walk ▪ Respect rights and opinions of others 	<ul style="list-style-type: none"> ▪ Clean your area ▪ Groom in the restroom ▪ Keep hands, feet, & objects to yourself ▪ Respect rights and opinions of others ▪ Walk trash to garbage cans 	<ul style="list-style-type: none"> ▪ Listen attentively ▪ Be a good participant ▪ Respect other's space & materials ▪ Follow dismissal directions ▪ Respect rights and opinions of others 	<ul style="list-style-type: none"> ▪ Respect other's privacy 	<ul style="list-style-type: none"> ▪ Use appropriate language and tone ▪ Respect MTD staff and patrons ▪ Respect rights and opinions of others 	<ul style="list-style-type: none"> ▪ Follow directions ▪ Listen attentively ▪ Play safely ▪ Use good sportsmanship ▪ Ask permission to leave class ▪ Respect rights and opinions of others 	<ul style="list-style-type: none"> ▪ Follow adult directions ▪ Participate ▪ Stay with group/staff ▪ All school rules still apply

	Classroom	Hallway	Breakfast/ Lunch	Large group	Bathroom	Downstairs	P.E./ Off campus	Bus
Respect Property	<ul style="list-style-type: none"> ▪ Treat tables, chairs, books and classroom materials as directed ▪ Walk trash to garbage cans ▪ Keep area clean 	<ul style="list-style-type: none"> ▪ Keep hands and feet to self 	<ul style="list-style-type: none"> ▪ Clean your area ▪ Walk trash to garbage cans 	<ul style="list-style-type: none"> ▪ Use assigned locker ▪ Groom in the restroom 	<ul style="list-style-type: none"> ▪ Clean up after yourself 	<ul style="list-style-type: none"> ▪ Follow rules of MTD ▪ Obey smoking rules 	<ul style="list-style-type: none"> ▪ Use equipment appropriately and safely 	<ul style="list-style-type: none"> ▪ Keep hands and feet to self
Be Here/ Be Ready	<ul style="list-style-type: none"> ▪ Be on time ▪ Turn in success card ▪ Have needed materials for class 	<ul style="list-style-type: none"> ▪ Go directly to next class 	<ul style="list-style-type: none"> ▪ Wait in your seat to be called to eat ▪ Ask permission to leave cafeteria 	<ul style="list-style-type: none"> ▪ Put personal items in locker ▪ Pick up success card 	<ul style="list-style-type: none"> ▪ Get pass signed 	<ul style="list-style-type: none"> ▪ Have personal belongings with you 	<ul style="list-style-type: none"> ▪ Stay in designated area 	<ul style="list-style-type: none"> ▪ Stay in designated area

SUSPENSION IN RELATION TO GROSS DISOBEDIENCE AND MISCONDUCT

This handbook is provided to students and their families to acquaint them with the rules, regulations, and procedures of the READY Program. When infractions occur, it is the responsibility of the teachers and administration to work with the student, his or her parent/guardian, and other support personnel to help the student correct his or her behavior. All disciplinary actions will be exercised with the intent of protecting the welfare of the school community, as well as helping the student develop self-discipline. Determining the appropriate response to a specific breach of discipline requires that school personnel consider the nature of the act, the student's previous conduct history, his or her age and maturation, and any other mitigating circumstances. The effect on the welfare of the school community must also be considered.

BEHAVIORAL EXPECTATIONS AND CONSEQUENCES

Guidelines for Determining Penalties/Consequences for Gross Disobedience and Misconduct

The READY Program approves the following guidelines for determining the length of penalty time for various infractions:

1. Disciplinary action will be taken if a student's behavior is disruptive to the educational process or causes a danger to persons or property.
2. Subsequent cases of the same offense may result in more severe disciplinary action.
3. Certain offenses may result in first consideration given to the expulsion process.
4. With the exception of reassignments to an alternative setting or an expulsion, consequences do not carry over to the following school year.
5. A student may be disciplined for any offenses identified in this section which occur at any time, including, but not limited to the following:
 - a. While on school grounds (includes the MTD property)
 - b. While going to or coming from school
 - c. During the lunch period whether on or off the campus
 - d. During, or while going to, or coming from, a School sponsored activity
 - e. While using school provided transportation including the MTD
6. Students and parents have the right to appeal disciplinary action taken against a student. Appeals will begin with the building administrator, and if not settled, the Director of Alternative Education for the Regional Office of Education will hear the appeals.

The following acts may result in a disciplinary action. Prior to suspending a student, the administration will provide document of previous interventions. **Students who engage in inappropriate behavior will be referred to the PBIS team.**

- Alarms, False
- Alcohol Related Violations
- Arson
- Computers, Misuse of
- Disobedience
- Disruptive Behavior
- Drugs, Related
- Electronic Signaling Devices (Cell Phones, Laser Pointers, MP3 Players)
- Extortion
- False Reports/Forgery
- Gambling
- Gang Related Activities
- Harassment/Hazing (Sexual Harassment)
- Physical Confrontation with Staff
- Physical Confrontation with Student
- Property Damage/Vandalism/Littering
- Sexual Conduct
- Tardiness and/or Truancy (habitual)
- Theft
- Threats/Intimidation of Staff
- Threats/Intimidation of Students
- Tobacco Products, Use of
- Trespassing/Loitering
- Verbal Abuse/Profanity/Obscenity to Staff and Other Students
- Weapon Related Activities (Other than Guns & Explosives)
- Weapon Related Activities (Guns/Explosives)
- Any other acts that endanger the well-being of students, teachers, or any school employee

Any violation of state or local law will be promptly reported to the appropriate law enforcement authorities.

PLEASE NOTE THAT IT IS THE HOME SCHOOL, IN COLLABORATION WITH THE DIRECTOR OF THE READY PROGRAM, WHO WILL MAKE THE RECOMMENDATION FOR EXPULSION. THE HOME SCHOOL WILL ALSO MAKE THE DETERMINATION FOR ANOTHER ALTERNATIVE SETTING THAT MAY INCLUDE HOMEBOUND INSTRUCTION.

Disciplinary Actions May Include:

OFFICE REFERRALS and In-School DETENTIONS

Students may be issued two types of detentions:

- office referral room detention is with an administrator or behavior specialist.
- in-school detention will be coordinated by the Attendance Improvement Specialist. The RED Program (READY Extended Day) will be offered to students who may need more intensive services.

SUSPENSION

Designated school officials including the Director, Principal(s) or Behavior Specialist shall have the authority to suspend a student from school or to impose a bus suspension for a period not to exceed ten (10) school days for gross disobedience or misconduct.

In determining whether the use of a suspension of three days or less is warranted in response to conduct warranting discipline, the administrator will consider whether the student’s continuing presence in school would pose a threat to school safety or a disruption to other students’ learning opportunities, as determined on a case-by-case basis.

Suspensions of longer than three days may only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted (including a referral to the PBIS team). In determining whether the use of a suspension of longer than three days, expulsions, or removal to alternative school the administration and/or PBIS team will consider whether the student’s continuing presence in school would either:

- (i) pose a threat to the safety of other students, staff, or members of the school community or,
- (ii) substantially disrupt, impede, or interfere with the operation of the school, as determined on a case-by-case basis.

During any suspension of longer than four days, the Student shall be provided appropriate and available support services during the term of their suspension, as determined by school authorities. The written suspension decision shall document whether such services are to be provided or whether it was determined that there are no such appropriate and available services.

Before a student may be suspended or a bus suspension may be imposed for gross disobedience or misconduct, the following procedures shall apply:

1. The suspending official shall give the student oral or written notice of the charges that constitute the student’s gross disobedience or misconduct, and a summary of evidence which supports such charges.

2. If the student denies the charges, the suspending official shall give the student an opportunity to explain the incident
3. The suspending official shall make a finding, based upon the facts, whether the charges are supported and whether a suspension is in order. If he/she so finds, he/she shall document the same. A copy of the finding shall be forwarded to the home school as required by Section 10-22.6 of the School Code.

The suspending official shall consider the following elements when formulating discipline:

1. The seriousness of the student's conduct.
 2. The history or record of the student's past conduct.
 3. The likelihood that such conduct will affect the delivery of educational services to other students.
 4. The severity of the punishment, and
 5. The interests of the student.
4. The suspending official shall send written notice by certified mail, return receipt requested, to the student's parent(s) or guardian(s) informing them of the suspension, stating the reason(s) for the suspension, stating the rationale for the specific duration of the suspension, and informing them of their right to a hearing to review the suspension. The written notice will document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.
 5. If the parents request a hearing, the Regional Superintendent of Schools, in consultation with the Director of Alternative Education, shall either appoint a Hearing Officer, to administer the suspension review hearing.

SPECIAL EDUCATION PROCEDURES

All students with IEP's will follow their home school procedures and policies regarding special education. Please refer to the home school for a complete copy of special education procedures.

General Procedures

1. A special education student may be suspended for an aggregate of 10 days of school per school year pursuant to SUSPENSION PROCEDURES, regardless of whether the student's gross disobedience/misconduct is related to his/her disabling condition. A suspension of a special education student is not a change in educational placement.
2. Any special education student who has or will exceed ten (10) days of suspension may be temporarily excluded from school (per state rules and regulations) if the exclusion is warranted because the student poses an immediate threat to the safety of himself or others. The home school will be notified and the IEP team will meet to determine appropriate action.

GLOSSARY OF TERMS

ABSENCE, UNEXCUSED

Absence without valid cause as defined by READY Program.

ABSENCE, EXCUSED

Absence with valid cause as defined by READY Program and substantiated by proper documentation.

1. Illness of pupil
2. Medical and dental appointments that cannot be arranged during out-of-school hours
3. Death of relative or friend
4. Unavoidable accident or emergency
5. Religious holidays or other religious causes
6. Trips for school business
7. Vacation periods with parent/legal guardians
8. Absences for student competition and performances shall be pre-arranged and permitted at the discretion the principal
9. Any related student absence for disciplinary reasons, including suspensions

ALARMS, FALSE

Making a report of a fire by pulling the alarm when no fire exists or creating an emergency by false report of any kind.

ALCOHOL (RELATED OFFENSES)

Possession, use or transfer of any alcoholic or look-alike beverage.

ARSON

Intentionally setting or attempting to set fires on school property.

ASSAULT

Threatening to physically harm any person. Threatening to bring a weapon to school or threatening to use any weapon against any person.

BATTERY

Physically touching another person either directly or with a weapon or dangerous objects and causing them injury, this includes any physical attack or fight (see physical attack and fight).

BUS MISCONDUCT

Disobeying rules for riders of any home school district or MTD buses.

CHEATING

Misrepresenting other work as your own, allowing your work to be used in such a manner, or violating the security of the testing situation in any way.

DAMAGE OF PRIVATE PROPERTY

Using school property for any purpose other than that for which it was made. If damage results from misuse, the student will be charged with damage or destruction or property. School property includes books, supplies, equipment or the school building.

DETENTION

Students may be assigned detention for violating school expectations and policy. Failure to complete assigned detention time without an acceptable reason constitutes a discipline offense and may result in suspension.

DISHONESTY (LYING)

Intentionally telling stories that are not true; copying other's work on assignments or tests.

DISRESPECT

Inappropriate or discourteous behavior(s) directed toward staff, students or others.

DISRUPTIVE BEHAVIOR

Exhibiting behavior that disrupts the educational climate of the school that is not specifically listed in other categories.

DRESS AND GROOMING (INAPPROPRIATE)

Failing to follow guidelines for dress or grooming that are appropriate and safe for the school environment.

DRUGS (UNLAWFUL RELATED OFFENSES)

Under the influence: Any student who is under the influence of any alcoholic beverage, marijuana, any controlled substance other than as prescribed by a physician, or any other intoxicating substance shall be subject to disciplinary action.

Possession: Any student who has possession or control of any alcoholic beverage, marijuana or any controlled substance other than as prescribed by a physician for that individual, any other intoxicating substance, any look-alike intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. A substance or item need not be in a student's immediate presence to be in his/her possession or control.

Delivery: Any student who delivers receives delivery, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, any other intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. Delivery means a transfer of possession or control to another person whether or not the substance or item is in the person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale or other transfer with or without payment or other consideration.

Look-Alike: A "look-alike" substance is a substance which by dosage unit appearance including color, shape, size, container and/or packaging, markings or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana or any controlled substance.

Drug Paraphernalia: "Drug Paraphernalia" means all equipment, products and materials of any kind that are peculiar to, marketed for the use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician.

DUE PROCESS

Due process is a set of procedures to ensure that the rights of students are protected. These rights include the opportunity to know the specific charges or allegations leveled against them, the right to present their version of the incident(s), and the opportunity at various levels to appeal the decision rendered at any lower level.

ELECTRONIC SIGNALING DEVICES

Pagers, cellular telephones, and other such devices should not be brought onto school property.

EXPLOSIVES AND FIREWORKS (RELATED OFFENSES)

Possession, using, selling or giving away any explosives/fireworks or other such devices.

EXTORTION

Forcing or pressuring a person to give up money or anything valued by threats, intimidation or force.

FIGHTING

A physical confrontation between two or more persons.

FORGERY

Falsifying the name of another person, time, dates, grades, addresses or other data in writing.

GAMBLING

Violating the law that prohibits playing a game of chance for money or other consideration.

GANG

As used herein, the term “gang” shall mean any organization, club or group composed wholly or in part of students, which seeks to perpetuate itself by accepting additional members from students enrolled at READY and which is assembled for the common purpose or design of (1) committing or conspiring to commit criminal offenses, or (2) engaging in conduct that is inimical to the public good, or (3) engaging in conduct that interferes with or disrupts the educational process or programs.

GANG RELATED ACTIVITIES

As used herein, the phrase “gang-related activities” shall mean any conduct engaged in by a student (1) on behalf of any gang, (2) to perpetuate the existence of any gang, or (3) to effect the common purpose and design of any gang, including, without limitation, to recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang. The presence of student involvement in gangs or gang-related activities on school grounds, while school is in session or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited.

GROSS DISOBEDIENCE/MISCONDUCT

Any conduct, behavior or activity, as defined by READY, which causes, or may reasonably lead school authorities to anticipate substantial injury or disruption or material interference with school activities or the rights of other students or school personnel. Gross disobedience/misconduct may occur on the way to or from school, on school grounds, on a school bus or at a school function. It may also occur outside the school grounds, provided a conflict exists between the conduct of the student and the school’s educational function.

HAZING

Unauthorized initiation practices.

INTIMIDATION

Placing someone in a threatening situation where he/she feels fear for his/her personal safety.

INSUBORDINATION

Failing to obey the reasonable directions or instructions of any adult staff member, this includes but is not limited to student teachers, substitute teachers, lunchroom monitors, clerical staff, custodians and unpaid volunteers.

LOITERING

The unauthorized presence in or around any school building, in specifically restricted areas of a school building, on school grounds, or on surrounding properties.

LUNCHROOM VIOLATIONS

Throwing food or other objects, leaving lunch tray, food or garbage on table or floor, running in the lunchroom, pushing, shoving or cutting in line, ruining another student's lunch, and any other activities which may disrupt the lunch period.

PETITIONS (INAPPROPRIATE)

Presenting or distributing petitions on school property or at school-related activities which contain obscenities, libelous statements or those which are not within the bounds of reasonable conduct.

PHYSICAL CONFRONTATION

Aggressive or hostile bodily contact.

POSSESSION OF OR UNDER THE INFLUENCE OF DRUGS/ALCOHOL

Selling, exchanging or possessing drugs or alcohol that is not specifically prescribed, or being under the influence of drugs or alcohol.

PROFANITY/OBSCENITY

Using language, gestures, pictures, etc., which are offensive to most people.

PROPERTY DAMAGE

Use of school property for any purpose other than for which is intended which results in its damage or destruction. School property includes books, supplies, equipment, the school building, etc.

PROTEST (UNAUTHORIZED)

A demonstration that results in the disruption of the usual educational process.

PROVOCATION

Inciting others to break the law by committing a violent act or provoking other students into breaking a school rule or committing a violent act that harms other people.

REASONABLE DIRECTIONS

Rational and fitting orders, commands or instructions given to students by staff members or school approved personnel.

SALE OR DISTRIBUTION (UNAUTHORIZED)

The unapproved selling, distribution of or attempt to sell or distribute any object or substance on school property or at any school sponsored activity.

SCHOOL PERSONNEL

Includes but is not limited to teachers, administrators, school bus drivers and all other school district/ROE employees.

SELF DEFENSE

Not contributing in any way to the start of a conflict. There should also be an attempt to retreat.

SEXUAL CONDUCT

The performance of any consensual or non-consensual sexual activity. This definition could include sexually oriented public displays of affection such as embracing and kissing, as well as other sexual activities. Inappropriate sexual conduct on school grounds or during school-related activities, whether on or off school grounds, will not be permitted.

TARDINESS

Arriving late to one's assigned area.

THEFT

Taking or possession something without permission that belongs to the school or another person.

TOBACCO PRODUCTS, USE OF

Using and/or possessing tobacco products on school property or at school-related activities. Tobacco products may include but are not limited to cigarettes, cigars, snuff, chewing tobacco, etc.

TRESPASSING

The unauthorized presence of any student on any R.E.A.D.Y. School or home school property or unauthorized attendance of any student at any school activity without the permission of the R.E.A.D.Y. administration and the home school administration. In addition, the unauthorized entry into school or private property (computers, lockers, desks, etc.).

TRUANCY

A student subject to a compulsory school attendance that is absent without valid cause from such attendance for a school day or portion thereof.

VANDALISM

Destroying and/or damaging property belonging to the school or others.

VERBAL ABUSE

Using degrading racial or ethnic words or calling other people names.

WEAPON RELATED ACTIVITIES

Possessing or using objects such as knives, guns, or any other objects which may be used to cause bodily harm. Sticks, pipes, bottles or a pencil, etc., could be considered weapons if used to cause bodily harm.

SCHOOL CALENDAR 2016-2017

August 12	Friday	Teacher's Institute Day - No School for Students
August 15	Monday	Teacher's Institute Day – No School for Students
August 16	Tuesday	First Day of Student Attendance
September 5	Monday	Labor Day – No School
September 23	Friday	School Improvement Day - Early Dismissal at 11:30
October 7	Friday	Teacher's Institute Day - No School
October 10	Monday	Columbus Day – No School
October 14	Friday	<i>End of 1st Quarter</i> (41 student attendance days)
October 27	Thursday	Parent Teacher Conferences from 2:30 - 8:30
October 28	Friday	Parent Teacher Conferences – No School
November 23-25	Wednesday-Friday	Thanksgiving Break – No School
December 19	Monday	Final Exams
December 20	Tuesday	Final Exams-School Improvement Day – Early Dismissal 11:30
December 20	Tuesday	<i>End of Second Quarter/End of 1st Semester</i> (43 student attendance days)
December 21-January 3		Winter Vacation - No School
January 4	Wednesday	School Resumes
January 4	Wednesday	<i>2nd Semester Begins</i>
January 13	Friday	School Improvement Day- Early Dismissal at 11:30
January 16	Monday	Dr. M.L. King Jr. Day – No School
February 17	Friday	School Improvement Day - Early Dismissal at 11:30
February 20	Monday	Observance of President's Day – No School
March 2	Thursday	Parent Teacher Conferences from 2:30 – 8:30
March 3	Friday	Parent Teacher Conferences – No School
March 10	Friday	<i>End of Third Quarter</i> (45 student attendance days)
March 17	Friday	School Improvement Day - Early Dismissal at 11:30
March 20-24		Spring Break - No School
March 27	Monday	School Resumes
April 14	Friday	Spring Holiday- No School
April 17	Monday	Spring Holiday Break- No School
May 4	Thursday	School Improvement Day – Early Dismissal at 11:30
May 5	Friday	Teacher's Institute Day – No School
May 24	Wednesday	School Improvement Day – Early Dismissal at 11:30*
May 29	Monday	Memorial Day- No School
June 1	Wednesday	Last Official Day of School**

**If no emergency days are used, the last day of student attendance will be May 24, 2017.*

*** Includes 5 weather emergency days.*