

Cove Career Center Handbook



2023 - 2024



1370 Meadow Rd
Northbrook, IL 60062
www.coveschool.org

P: 847-562-2100
F: 847-562-2112

The Cove School Mission And Vision Statement

MISSION STATEMENT

“The Cove School provides highly individualized education and life strategies for children with learning disabilities.”

VISION STATEMENT

The Cove School, a private K-12 day school, is a national leader in educating children with learning disabilities. Cove was founded by pioneers in the field of learning disabilities in 1947. Cove provides children from diverse backgrounds with an individualized educational experience in a safe and respectful environment. Cove’s dual purpose is to provide students with customized learning strategies to complete an academic curriculum, and facilitate the development of their social, emotional and self-advocacy skills. Cove’s approach to learning creates an environment for students to build the self-confidence necessary to make a successful transition to their community schools, or to make a post-secondary choice.

The Cove Career Center provides a highly individualized program for students who have completed 12th grade but require additional services to meet their post-secondary academic, vocational and independent living outcomes.

To achieve these purposes, a collaborative working relationship between students, parents/guardians, and Cove School staff is valued and essential.

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GENERAL INFORMATION

Career Center Hours

The Cove Career Center is open from 8:00 a.m. to 4:00 p.m. on school days. All programs begin at 8:30 a.m. Students will be dismissed at 3:30 p.m.

Students should arrive at school on time. This is a post-secondary preparatory program and punctuality is a key component of post-secondary success. Any student who arrives after 8:40 will be considered tardy.

Registration of New Students

Students must be fully registered at The Cove Career Center prior to being admitted to classes. All paperwork must be completed, including all permission forms and medical forms, and turned into the main office before a student will be allowed to attend the Cove Career Center.

Arrival and Dismissal

All students should be dropped off at the front door as close to 8:30 a.m. as possible. An adult supervisor will monitor a.m. arrival from 8:00 to 8:30. If a student will be arriving late, please call the office. Students will be dismissed at 3:30. Supervision will be provided until all students are picked up.

Late Arrival or Early Release

Students must sign in and out when arriving late or leaving early from the Career Center. Any student, who takes public transportation and needs to leave early must have previously informed the Career Center and, must also sign out. If a student is not their own legal guardian, they must have written parent/guardian permission.

Transportation

Authorization to Change Pick-Up Arrangements – Parents/Guardians or legally independent adult student must provide written authorization **24 hours in advance** for a student to be released to anyone other than the regular transportation provider. If 24-hour notice is not provided, the Executive Director or designee must give authorization.

IF TRANSPORTATION PLANS CHANGE FOR ANY REASON, THE PARENT/GUARDIAN OR LEGALLY INDEPENDENT ADULT STUDENT IS TO NOTIFY THE BUS/CAB COMPANY AND THE SCHOOL OFFICE. THE PARENT/GUARDIAN ALSO MUST NOTIFY THE BUS/CAB COMPANY TO RESUME TRANSPORTATION, OR THE BUS/CAB COMPANY MAY NOT PICK UP THE STUDENT.

Breakfast, Lunch

Breakfast cereal bars and cereal are available upon request every school day from 8:00 a.m. to 8:30 a.m. and is available to all students.

Lunch

As part of the curriculum for Career Center students, students will eat lunch out in the local community and prepare lunch at the Career Center. Typically, students will eat lunch out two times per week and will prepare lunch three days per week.

For preparing lunches, students participate in meal planning, finding recipes in which they are interested preparing and creating grocery lists for the ingredients. Then, they will go grocery shopping in the community for ingredients. Finally, at the Center, they prepare their lunch in the kitchen, following the recipe, and utilizing the appliances and tools provided at the CCC.

Students and families may opt to provide / bring a sack lunch from home for any day they chose not to participate in the lunch. Parents and/or students are asked not to have food delivered from fast food restaurants.

Free or reduced-price meals are available for qualifying students by contacting the Executive Director, the Principal or designee.

Milk

The Career Center does not provide a Milk service. Rather, students can purchase milk at the grocery store. For students receiving free or reduced lunch, their weekly allowance can be used toward the purchase of milk.

THE COVE CAREER CENTER IS A PEANUT-FREE ENVIRONMENT.

School Supplies

The Cove Career Center will provide most of the basic supplies and materials required for school, such as texts, workbooks, most art materials, and athletic equipment. However, all students must bring some basic supplies. The case manager/teacher will supply this list at the beginning of the school year or when a student transfers into the school. Supply lists are available on line or by contacting the school main office.

Lockers

All students will have a locker assigned. All lockers have a built-in lock, with a combination and a key if needed. Some students have difficulty with the combination lock or are likely to misplace their key. Students who will find the supplied lock to be an unnecessary additional stressor in their day are encouraged to supply their own lock. A locker without a built-in lock will be provided for them. All students who bring in a personal lock must share either an extra key or the combination code for the lock with their homeroom

teacher. Students are responsible for keeping their assigned locker clean, both inside and outside. Damages to the locker will be charged to the responsible student. Although all students are closely supervised, theft can occur. The Cove School is not responsible for lost or stolen items. Students are encouraged to not bring expensive items (e.g., computer games, electronic equipment, etc.) or toys to school. If an expensive item is brought to school, it is to be locked in the student's assigned locker until the end of the day to prevent loss, theft, or breakage.

Lost and Found

Articles found in and around the center should be turned in. The owners may find their property in a centrally located lost and found. Cove is not responsible for lost or stolen items. Any items not claimed at the end of the school year will be donated to charity.

School Closing

The Cove Career Center utilizes an emergency communication service to help communicate school closings in a timely manner. Whenever possible, you will be notified of an emergency closing by 6:00 a.m.

When weather conditions or an emergency situation require that Career Center programming be cancelled, the information will be posted on The Cove School website as well as at the Emergency Closing Center website, <http://www.emergencyclosingcenter.com>

Fines, Fees, and Charges; Waiver of Student Fees

The Career Center establishes fees and charges to fund certain optional activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

Additional consideration will be given where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Parents/guardians will be promptly notified as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the Executive Director or designee.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the Career Center is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the Career Center is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Career Center Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the Career Center environment and schedule that impact your child. Please be assured that even if Career Center is not physically in session, it is the goal of the Career Center and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the Career Center environment and schedule, including a possible interruption of in-person learning, will be made by the Executive Director in consultation with local and students' home school districts, and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend the Career Center on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the Career Center and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.

4. All Career Center disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the Career Center in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the Career Center and district will ensure that educational opportunities are available to all students.
7. Career Center personnel will work closely with students to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend the program during a pandemic or other public health emergency should contact Career Center officials.
9. During a pandemic or other health emergency, teachers and Career Center staff will receive additional training on health and safety measures.
10. In accordance with Career Center or state mandates, the Career Center may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to the Career Center if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact Career Center officials if you have any concerns regarding your child's education, health or safety.

CAREER CENTER PROGRAMS

Standardized Testing

Standardized testing is part of the program at Cove. These tests help assess the progress your child has made throughout the year in reading, math, and their related service areas, and serve as one measure upon which to base annual goals and benchmarks for the coming year. Testing occurs at the start of the school year and may occur near the annual review date of your child's IEP.

In addition, students and parents/guardians should be aware that the State and Districts require students to take certain standardized tests. The subject area and time of year is based on the current grade of the student.

Parents/Guardians are encouraged to support students in preparing them for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to demonstrate its success in the State's standardized tests. Parents/Guardians can assist their student in performing at their best by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Instructional Program

Classes

Work experience – paid or not

Expectations for participation to continue in the program

Behavior that will be grounds for dismissal

Grading Policy – Progress reports

Transcripts

Age of Majority

When a child reaches the age of 18 in Illinois, he or she has truly become an adult in the eyes of the law and has the right to make his or her own decisions. According to the IDEA, at least one year before a student reaches the age of 18, the school district must inform the parent(s) and student of the rights under federal and state regulations that will transfer from the parent to the student upon turning 18. This means that unless

other arrangements have been made by the family (e.g., guardianship), the student has the right to make the final decisions about his or her education.

Delegation of Rights – Another Option

The school code (105 ILCS 5/14-6.10) allows a student to retain independent legal status while delegating his or her right to make educational decisions. According to this requirement, a student who has reached the age of 18 can choose to sign a Delegation of Rights to choose a parent or another adult to represent him or her and assist in making decisions about his or her education. This delegation applies only to educational decisions and can be ended by the student at any time. The school district must provide a copy of the Delegation of Rights to the parent and student during the IEP meeting during the year that the student turns 17.

Students eighteen years old and older are considered their own legal guardians. If a parent/guardian has obtained legal guardianship or power of attorney, the parent/guardian must provide the Cove Career Center with a copy of the court documents for the student's file. Without copies of the official court documents, Cove Career Center staff will be required to assume that the student is their own legal guardian and will proceed as such.

Students eighteen years old and older are subject to all school policies, rules and standards with the following exceptions:

- Communication from the school that was previously sent to parents are now mailed directly to the student, including report cards, progress reports, IEP meeting notices and other reports. However, any student over 18 years of age or older may choose to give the parent's permission to be party to any verbal or written communication from the program.
- While parents still have the right to receive notice of the Annual IEP Meeting, attend, and receive a copy of the report, students who are eighteen years of age or older must give permission for parents to participate and share in the decision making at the Annual Review. Students must also give permission for parents to attend and participate in other IEP meetings.
- Students age eighteen and older do not require parent permission to attend field trips or make other decisions previously delegated to parents.

It is important to note that if a student has delegated their rights to their parents or guardians, they are deemed to not have the educational rights mentioned above. It is also important to note that a student can revoke their delegation of rights at any point. At such time, the student will once again be afforded the aforementioned educational rights.

If a judge has determined that a student requires a legal guardian, a copy of the official court papers must be submitted to the Cove Career Center immediately. No exceptions can be made, per law. Please make sure to have all appropriate documentation submitted so that all communication is consistent and not interrupted.

Student Records

Parents/guardians and/or students (depending on court documents for guardianship) have the right to review their [student's] files/records held at the Cove Career Center. Copies may also be requested.

The content of the student files/records is confidential. No records may be made available to individuals, agencies, or organizations without written consent from the parent/guardian or students over the age of 18 except when required by law.

Students who reach eighteen years of age will continue to be subject to school rules and regulations.

IEPs (Individualized Education Program)

Every Cove student must have a current IEP. For students accepted with a lapsed IEP or for whom an IEP is in progress, an IEP will be developed. IEPs are updated in accordance with the Individuals with Disabilities Education Act, as amended, the Illinois School Code, and all related rules and regulations.

The Career Center utilizes a secure web hosted IEP application to generate and store IEP information. If you have any concerns or questions about this online service, please contact a Cove administrator.

New Requirements Effective July 1st 2020

Beginning on July 1, 2020, no later than 3 school days prior to a student's individualized education program eligibility meeting or meeting to review a student's individualized education program, or as soon as possible if an individualized education program meeting is scheduled within 3 school days with the written consent of the student over 18 or a legal guardian, the local education agency must provide copies of all written material that will be considered by the individualized education program team at the meeting so that individuals may participate in the meeting as a fully-informed team member. The written material must include, but is not limited to, all evaluations and collected data that will be considered at the meeting and, for a student who already has an individualized education program, a copy of all individualized education program components that will be discussed by the individualized education program team, other than the components related to the educational and related service minutes proposed for the child and the child's educational placement. (105 ILCS 5/14-8.02f)

Conferences

Parents/Guardians with guardianship, an adult student, teachers, or the Administration at any time throughout the year may initiate a request for a conference. There are three scheduled conferences during the school year; two progress monitoring conferences, and one IEP meeting. The Cove School staff will attend a staffing held at the request of the student, legal guardian or the school district.

Students are required to attend their conferences. As young adults, self-advocacy is a vital life skill, and conferences are one of the places to practice and utilize this skill in a supportive real-world setting.

Related Services

Related Service Logs

For a student with an individualized education program (IEP), the clinicians (e.g., speech pathologist, social worker, occupational therapist) at Cove Career Center use related service logs to record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. A copy of the related service log will be available to the child's parent/guardian at the annual review of the child's IEP and at any other time upon request.

Speech and Language

Speech/Language Therapy is an integral part of the comprehensive program offered at Cove School. Based on student needs, intervention may be provided in individual sessions and/or group lessons that are integrated within the student's academic and social curricula. Students are assessed using a variety of standardized Speech and Language protocols, clinical observation and team discussion to help identify their needs. As part of the IEP process, results of evaluations lead the Speech-Language Pathologist and the student's team of specialists to develop and implement Speech and Language goals. Throughout a student's time at Cove, emphasis is placed on strengthening social communication skills, improving self-advocacy, and developing communication strategies with the aim of academic, social and vocational success within as well as beyond Cove.

Social Work Services

Social Work services are designed to accommodate the unique social and emotional needs of each student. Students receive weekly services to provide the support and guidance that will assist him/her in reaching the Social Emotional Learning (SEL) standards required by the Illinois State Board of Education (ISBE). Social Workers are integral in working on the transitions that are inherent within school and social contexts. Services are provided individually, in dyads, small groups, and classroom groups to promote confidence; the belief in one's own capability and the opportunity to build satisfying peer relationships. On a systemic and more collaborative level, social workers may also co-facilitate groups with speech and language pathologists, learning disabilities specialists, and the school Art Therapist. In each of these areas of intervention, strong consideration is given to the unique biological, physiological, psychological, and social development of each student. The goal is to intervene at the level of the student's emotional development, and to promote ongoing growth at a pace that is conducive to his/her success.

Occupational Therapy

Best Practice Occupational Therapy is an integrated school-based service delivery model, working in collaboration with the classroom teachers to help improve occupational performance of post-secondary life. Within Cove School, each child continues to receive individualized treatment, although the focus is to prepare our students for life/academics outside of the school walls. OT services are provided individually, in small groups and

in the classroom setting. The goal is to support students in generalization of skills within a more natural environment.

Cove School students are also given explicit instruction in Executive Functioning through a curriculum based Executive Functioning Program that was specifically developed for The Cove School by a team of staff members and Dr. Peg Dawson. All case managers and classroom teachers assist the students in maintaining organized files and assignment notebooks; they also help students with assignment organization. These skills are vital to success outside of Cove, in both academics and in the world-of-work.

Assistive Technology

As defined by The Technology-Related Assistance for Individuals with Disabilities Act of 1994 (PL 103-218), “An assistive technology device is ...any item, piece of equipment, or product that is used to increase, maintain, or improve the abilities of people with disabilities. An assistive technology service is...any service that directly assists a person with a disability in selecting, obtaining, or using an assistive technology device.” By law, AT (Assistive Technology) must be considered for every student with an IEP.

At Cove we believe that AT is an integral part of all our students’ education. Cove provides a 1:1 Chromebook program for all of our students. Every device has a full complement of assistive technology tools. These tools enable our students to access the material being taught and to demonstrate their knowledge and understanding in the most accurate and productive manner. Every student at Cove is individually screened to determine what tools and strategies best suit their skills and needs. Students are provided with instruction, both 1:1 and in small groups. They are also encouraged to advocate for themselves – to assure that they have access to the AT that they require to succeed, in both an academic or vocational setting. Knowledge and use of assistive technology will enable our students to become active, engaged learners.

Additional Programs

Technology

Technology is an integral part of the learning process at Cove that supports the core mission of the school. Customized tools are provided to enhance students' individualized education while preparing them to independently access life strategies to support their short and long-term academic and transition goals. Students at Cove are equipped with a personal device as part of the 1:1 laptop program to support this mission.

Technology skills and concepts are integrated and embedded throughout the entire K-12 curriculum. Students learn basic computer skills such as keyboarding, word processing, and multimedia design as part of their classroom experiences.

Fitness / Recreation

Students at the Career Center participate in Fitness at the Sachs Recreation Center multiple times throughout the week. Students are provided memberships by Cove as part of programming. In their Health class, students learn about different types of exercise and create a fitness plan to be followed at the recreation center. Students record and reflect on their exercise experiences. At the Sachs Recreation Center, students learn to use the locker rooms to change into and out of athletic attire and to practice pre and post workout hygiene.

ESY – Extended School Year – Summer Program

Cove offers a summer program for students enrolled in the Career Center. Academic classes include mathematics, reading, and writing. Speech and language therapy, occupational therapy, and social work services also are available. Additionally, students participate in internships in the community and independent living coursework at the center.

Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or school policy, please contact the principal.

A parent or guardian may also request that their child be exempt from using a particular instructional material or program by contacting the principal.

POLICIES AND PROCEDURES

Nondiscrimination

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Principal or the Executive Director.

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the unit Principal.

Accommodating Individuals with Disabilities

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

Privacy and Dignity Policy

The Cove Career Center offers the following in an effort to safeguard and uphold its students' privacy and dignity: Private spaces for changing, single stall bathrooms, access to a nurse when needed, policies related to privacy when meeting with the school nurse are available. Additionally, students have therapy sessions in private rooms and are able to access their social worker when needed.

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the unit principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Career Center in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the unit principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 847-562-2100 before 8:30 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and the student's home District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

If a student is absent for 5 consecutive days or excessive tardy days accumulate, if applicable, the student's home district will be notified.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Executive Director or designee at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and the student's referring district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and student's funding district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Re-Entry of Returning Students

The Dean of Students and/or other school administrators, the student's Case Manager and Social Worker shall meet with a student and parent/guardian for a Re-Entry Meeting when returning to school from an out-of-school suspension, hospitalization or treatment program for mental or physical health, or a student who has been absent for an extended time for any other reason. The goal of this meeting shall be to support the student's ability to be successful in school following a period of absence and shall include a plan for students to complete or make-up missed work for equivalent academic credit.

Behavior Expectations

All Cove students are expected to come to school ready to learn. Learning is not limited to classroom instruction, but includes all aspects of the entire day. Cove has adopted the six pillars of CHARACTER COUNTS! The six pillars are: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. The behavioral expectation for all students is that they will conduct themselves in a manner that is consistent with these six pillars.

One of the primary expectations is that students will use respectful/appropriate language at all times. Swearing and foul language are unacceptable at The Cove School.

Students are expected to behave in a manner that supports and encourages learning and respect for all. To this end, we stress cultivation of attitudes and behavior conducive to learning comfortably in a group, self-knowledge, and acceptance of each individual's uniqueness.

The Cove School utilizes the **CHAMPS** model to support students in meeting expectations for each aspect of their school day. **CHAMPS** is an acronym describing the following components of the program:

- C** – Conversation - Can students talk to each other during this activity/transition? How loud, to whom, about what?
- H** – Help - How can student get questions answered during this activity/transition?
- A** – Activity - What is the task/objective of this activity/transition? What is the expected end product?
- M** – Movement - Can students move around during this activity/transition? If so, for what reason?
- P** – Participation - What does active and responsible participation for this activity look and sound like?
- S** – Success - If a student meets the teacher's CHAMP expectations, he or she will be successful.

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

School Dress Code

Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats and Hoods may be worn but cannot obscure the face or ears (except as a religious observance)
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the laboratories, or during physical education.

- Clothing showing bare chest, bare backside, private body parts, and/or undergarments may not be worn at school.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the Unit Principal or designee will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Students participating in off-site job and work opportunities will be subject to the dress code of the work environment to which they are reporting. Failure to follow the job placement dress codes may result in work suspensions or termination from the job placement for repeated violations.

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. See the appendix of this handbook under, Electronic Communication with Students Policy, and Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations. A copy of these standards can be found on the Cove School website or requested from the Executive Director.

Student Fundraiser Policy

Students who wish to raise money for clubs and organizations not associated with Cove may approach Cove staff and faculty and ask if they want to support them. Students MAY NOT transact any fundraising with other students on the school property or during school hours.

Animals At The Career Center

In order to assure student health and safety, animals are not allowed at the Career Center, except in the case of a therapy animal belonging to the program, or a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by Executive Director or designee in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Food in the Classroom

Food in the classroom can lead to distraction from learning. Some students travel a great distance and may become hungry before lunchtime. Students are encouraged to bring healthy snacks to eat before classes begin. Eating in the classroom is allowed only with the teacher's special permission or if specifically provided in the student's IEP.

Student Drivers

Students who will be driving must complete and turn in a Student Driver Registration form in order to obtain driving privileges. A copy of the student's driver's license must be attached to the form. (A copy can be made at school). Students must provide proof of insurance, if required by the Executive Director. Students may not drive or sit in their cars during school hours or during their lunch period. Students must park in the assigned area. Students must use the transportation provided to participate in off-site program activities.

Homework Policy

Homework is defined as any task assigned by teachers that is intended for students to complete outside of instructional hours and is one of the ways we can celebrate student learning.

The Cove Career Center believes meaningful, carefully planned homework can be an important component of the learning process. The Career Center also understands that homework may impact family life, student workload, and student hobbies. If needed, teachers will work with individual students to assure that the Homework Policy is effective for each child.

Homework has a variety of purposes including, promoting pre-learning, assess where students' skills to guide instruction, check for understanding, provide practice at the application level and allow time for student reflection.

Incomplete Homework

Incomplete homework is handled on an individualized basis depending on student needs. Teachers will explore the reasons it was not completed and work with the student and/or parent/guardian to come up with a plan. The plan will consist of when and how the student will make up the assignment, including opportunities during the day. Students will always be given the opportunity to make up any missed homework assignments.

Grading Homework

Homework will be checked for completion and understanding. Teachers will work individually with students regarding the impact each assignment has on the overall status of a student's grade. Homework assignments are intended to help determine the next steps in teaching and learning.

Students will have opportunities to receive homework support throughout the day.

Make-up Work

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe. The student will receive full credit for these assignments. Generally, work or tests assigned prior to the absence that are during

the dates of the absence, need to be turned in or taken (tests) the day of the student's return. The teacher may make an adjustment for extenuating circumstances.

Students who miss class for special pullout sessions need to get their missed assignments finished and turned in to the teacher in a timely fashion so that they stay current with the work going on in class.

Assignments and tests/quizzes assigned during an excused absence are expected to be made up within a week's time of a student's return to class. The student and the teacher should meet to work out an acceptable timeframe.

Tardy Policy

A student is tardy if they are late to class. A student is considered excessively tardy if they are more than ten (10) minutes late to class. Excessive tardiness will be equal to three (3) tardies and be added to the student's total number of tardies accumulated for the class.

The first 3 tardies will each result in a student conference with the teacher. After 3 tardies, the student will have a conversation with the Principal or Dean. If the student is under their parent's guardianship, the parents will be notified. If there are subsequent tardies, a conference will be called to discuss reasons, solutions and possible consequences for continued tardiness.

Student Use of Electronic Devices

The use of electronic devices and other technology at the Career Center is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of a school administrator.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional times which is defined as before school and after school. At the discretion of supervising staff, students may be allowed to utilize electronic devices during lunch period when they are finished eating.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or

possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

Students will be subject to the electronic device policy of any off-site work setting they report too including expectations and consequences for violation of the settings policy.

The Cove School is not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by program personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. If the student is under their parent's guardianship, they will be notified and may be required to pick up the device at the program office.
3. Third offense – The device will be confiscated. As allowed by law, the student's parent/guardian will be notified and may be required to pick up the device in the program office. Additionally, the student will have to leave their phone at home or turn their phone in to program staff when they arrive for 10 school days.
4. Fourth and subsequent offenses – The device will be confiscated. The student will be prohibited from bringing the device to the Career Center for a determined amount of time. The student may also face consequences for insubordination.

Program administrators, in accordance with provisions in this handbook and by provision in Illinois State Law, may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

TECHNOLOGY ACCEPTABLE USE POLICY

It is the policy of Cove Career Center to encourage the use of technology, including student use of the school's electronic communication network, Cove-issued email accounts, and Cove-issued 1:1 devices. All use of electronic networks shall be consistent with The Cove School's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures may result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Receiving Your Device, Accessing The Career Center's Electronic Network, Cove Email and the Internet

The policies, procedures, and information within this document apply to all Chromebooks and devices used at The Cove Career Center, including any other device considered by

the program to come under this handbook. Teachers may set additional requirements for use in their classroom and integration with curriculum.

To receive your Cove-issued device and/or to obtain network access, students (referred to as “users”) must submit a signed copy of the Parent/Guardian Permission and Student Agreement. Each user will be required to submit a newly signed copy of the Agreement at the beginning of each school year. In the event a user’s device or electronic network privileges are suspended or revoked, that user will be required to submit a newly-signed Agreement before Cove will consider restoring the device and/or electronic network access privileges.

Statement of Responsibility

The use of Cove’s technology equipment and network is a privilege, not a right. The privilege of using the technology resources provided by the Cove Career Center is not transferable by a student to people or groups outside the school and terminates when a student is no longer enrolled at Cove. This handbook is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the Chromebook computer. If a person violates any of the Policies, Procedures and Information contained in this handbook, privileges may be terminated, access to the program’s technology resources may be denied, and the appropriate disciplinary action shall be applied.

The act of jail-breaking a Chromebook computer voids any warranty and is in strict violation of the Acceptable Use Policy and the guidelines in this handbook. Chromebook privileges will be terminated and appropriate disciplinary action shall be applied.

Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

The user is responsible for what he/she says and does with the computer device and on the network. Communication with thousands of others is quick and easy. Therefore, it is important for the user to stop and think before communicating and to show respect for other people and for their ideas.

A crucial part of the 1:1 Learning Initiative is encouraging a strong partnership between teachers, parents and students. When students are using their school Google account, they are held responsible to the expectations outlined in The Cove Career Center Acceptable Use Policy. This means that any inappropriate usage at home can still affect the learning process in the classroom. Parents of minor children are responsible for managing and monitoring Chromebook usage when at home. Teachers are expected to monitor student Google account activity, as it can affect the learning process. Teachers will have access to all students’ Google account documents and activity.

Parent/Guardian Responsibilities For Minor Children

- Talk to your student about values and the standards that your student should follow on the use of the Internet just as you would on the use of all media information sources, such as television, telephones, movies, and radio.

- Monitor your student's Internet activity and instruct your student on proper digital citizenship.
- Help your student maintain the Chromebook as a 1:1 learning tool in the pursuit of academic success.
-

School Responsibilities

- Provide Internet to its students at school.
- Provide Internet filtering of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. The Cove School reserves the right to review, monitor, and restrict information stored on or transmitted via school owned-equipment and to investigate inappropriate use of technology resources. Privacy should not be assumed.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.
- Provide an effective learning environment for seamless integration of 1:1 Learning tools (i.e., Chromebook).

Student Responsibilities

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to the Chromebook as well as all technology resources and network use according to The Cove School Acceptable Use Policy Agreement. The Chromebook agreement must be reviewed by both student and parent and signed each year through online registration. The Student Acceptable Use Policy is available online through school's website. Students and their parents must sign these documents each year as part of this agreement.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, jail breaking the Chromebook, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the students' own negligence, errors or omissions.
- Help The Cove Career Center protect the computer network and devices by contacting a teacher, the Principal, or the Dean of Students about any security problems that may be encountered.
- Monitor all activity on your account(s) and keep passwords private and uncompromised.
- Always put the Chromebook to sleep after use and secure the Chromebook in the carrying case to protect your work and information.
- If you should receive email or other electronic message(s) containing inappropriate or abusive language or if the subject matter is questionable, alert a teacher or case manager.

Chromebook Care

- Chromebooks must be charged and ready for school each day.

- Students will be held responsible for maintaining their individual Chromebook and keeping it in good working order.
- Only labels or stickers approved by the Cove Career Center may be applied to the computer. These school labels and stickers must not be tampered with. If there is a label or sticker that needs to be replaced, please contact the teacher or Technology Coordinator.
- Protective cases furnished by school must be kept in working condition with only normal wear and no alterations to avoid paying for a replacement.
- Chromebooks that malfunction or are damaged must be reported to the Technology Department via the Technology Coordinator. The school will be responsible for facilitating repairs of Chromebooks that malfunction.
- Chromebooks that have been damaged from student misuse or neglect -- *whether on campus or off* -- will be repaired with a per-incident fee being borne by the student/parents.
- Chromebooks that are stolen must be reported immediately to the Technology Coordinator via the school office. A police report must be filed promptly with the Northbrook Police Department.
- Upon notification that the Chromebook has been lost or stolen, certain procedures will be put in place by the school in an attempt to secure data and prevent use of the device.

Repairing or Replacing the Chromebook

The Cove Career Center recognizes that with the need to protect the investment by both the School and the Student/Parent. If the Chromebook should need repair, the Chromebook must be brought to the Technology Coordinator for damage assessment or determination of malfunction. The types of damage may include but not limited to: cracked screens, broken hinges, missing keyboard pieces, cracked plastic pieces, damaged ports, frayed cables, liquid damage, and inoperability of any kind. The following outlines the areas of protection.

Intentional Damage

If it has been determined by the school that there was intentional damage due to misuse, neglect, misconduct, or vandalism to a Chromebook, then the students/parents are responsible for full payment of the intentional damage or full replacement as determined by the Technology Coordinator. Warranty protection for the Chromebook DOES NOT cover intentional damage, even while in school.

Cost of Repairs

In cases where accidental damage occurs while the device is at school including, but not limited to: cracked screens, broken hinges, missing keyboard pieces, cracked plastic pieces, damaged ports, frayed cables, liquid damage, and inoperability of any kind --the school will attempt to cover the cost.

Enforcement

Any violation of the terms of this agreement or of additional rules and regulations of electronic network access authorized by the Executive Director or designee may result in the suspension of electronic network privileges, revocation of device, disciplinary action, and/or appropriate legal action. Disciplinary measures, if any, shall be considered and imposed consistent with Cove Career Center discipline policies.

Terms and Conditions

The term *electronic networks* includes all of the school's technology resources, including but not limited to:

1. The School's local-area and wide-area networks, including wireless networks (Wi-Fi), School provided Wi-Fi hotspots, and any School servers or other networking infrastructure;
2. Access to the internet or other online resources via the School's networking infrastructure or to any School-issued online account from any computer or device, regardless of location.
3. School-owned and School-issued computers, laptops, tablets, or similar devices.

Rules for Acceptable Use

- Students will access the Cove Career Center's electronic network, their Cove-issued email accounts, and use their Cove-issued device for the purpose of education or research.
- Student access must comply with Administrative Procedures, federal and Illinois law and all other disciplinary policies and regulations for the safety concerns of The Cove Career Center.
- Students will act safely by keeping personal information off of the Internet. Students agree not to post or give out their last name, password, username, email address, home address, school name, city, other personal information or information of other students.
- Students agree to never log in as another student.
- Students are expected to treat instructional, interactive web spaces and Cove email as classroom spaces. Good online citizenship and netiquette are expected when using any online tools.
- Students will upload or download only with the permission of the teacher.
- Copyrighted information will be appropriately attributed and/or cited.
- Students will act responsibly when accessing email, electronic resources and information. Students will only open messages from familiar sources.
- Students must understand the use of Cove email and any approved online tools are for educational purposes - these are not personal accounts.
- Students will abide by all Cove's terms of acceptable use as well as websites' terms and conditions for use.

Privileges

The use of Cove's electronic network and Cove issued email is a privilege, not a right, and inappropriate use will result in the suspension or revocation of those privileges. The

Executive Director or designee will make the final decision as to whether a user violated these procedures. If a violation is found, the Executive Director or designee may then deny, revoke, or suspend the access privileges of any user who violates the Policy, these Administrative Procedures or any other terms or conditions governing the use of The Cove Career Center's electronic network.

Unacceptable Use

The user is responsible for their actions and activities involving the network. Any use which disrupts the proper and orderly operation and discipline of classes in the Cove Career Center; threatens the integrity or efficient operation of the Cove Career Center's electronic network; violates the rights of others, is primarily intended as an immediate solicitation of funds; is illegal or for illegal purposes of any kind; or constitutes gross disobedience or misconduct is an unacceptable use. Use of Cove's electronic network for any unacceptable use will result in the suspension or revocation of electronic network privileges, disciplinary action, and/or appropriate legal action. Unacceptable uses of Cove's electronic network specifically include, but are not limited to, the following:

- Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- Using the electronic networks to engage in conduct prohibited by school policy;
- Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- Unauthorized use of personal removable media devices (such as flash or thumb drives);
- Downloading of copyrighted material for other than personal use;
- Using the electronic networks for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- Using another user's account or password;
- Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- Posting or sending material authored or created by another without his/her consent;
- Posting or sending anonymous messages;
- Creating or forwarding chain letters, spam, or other unsolicited messages;
- Using the electronic networks for commercial or private advertising;
- Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- Misrepresenting the user's identity or the identity of others; and
- Using the electronic networks while access privileges are suspended or revoked.

Use of Artificial Intelligence

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Consequences for Unacceptable Use

Students who do not abide by Rules for Acceptable Use will be subject to the following consequences and possible failing grade:

- Restriction of account privileges
- Cancellation of accounts
- Loss of computer use

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
- Recognize that electronic mail (e-mail) and use of The Cove School’s electronic network is not private. System administrators have access to all e-mail, and detailed web log history. Any discovery of messages relating to or in support of illegal activities will be reported to the authorities.
- Consider all communications and information accessible via the network to be private property of The Cove School.

No Warranties

The Cove Career Center makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Cove Career Center will not be responsible for any damages the user may suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions, whether caused by The Cove Career Center's negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Cove Career Center specifically denies any responsibility for the accuracy or quality of information obtained through its electronic network services.

Indemnification

The user agrees to indemnify The Cove Career Center for any losses, costs, or damages, including reasonable attorneys' fees, incurred by The Cove Career Center relating to, or arising out of, any violation or breach of the Policy, these Administrative Procedures or any other terms or conditions governing the use of The Cove Career Center's electronic network.

Security

Network security is a high priority. If the user observes a security problem on the network, the user must notify the system administrator or the Executive Director and should not demonstrate the problem to other users. Users are expected to maintain the confidentiality of their account and password. Users shall not use another individual's account without permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism

Any acts of vandalism committed by the user will result in cancellation of privileges, other disciplinary action and/or legal 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 to, the uploading or creation of malware such as computer viruses and spyware.

Privacy

Any electronic communications or files created on, stored on, or sent to, from, or via the electronic network are the property of The Cove School and the Cove Career Center. Consequently, users do not have any expectation of privacy with respect to such messages and files. Users should remember that such messages and files can be recovered from the electronic network's back-up system even after they have been deleted from a user's individual account. The Executive Director, Technology Coordinator, and/or their designees may access and review such messages and files when necessary to maintain the integrity and efficient operation of the electronic network; to monitor compliance with the Policy, these Rules and Regulations, and all other rules, regulations,

or other terms or conditions of electronic network access authorized by the Executive Director or Technology Coordinator; and to further all other educational, safety and instructional concerns of The Cove School and the Cove Career Center. The Cove School and the Cove Career Center also reserve the right to intercept, access, and disclose to appropriate authorities all information created with, sent to, received by, or stored on the electronic network at any time, with or without user notice. Use of The Cove School's and Career Center's electronic network to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the user for The Cove School and the Career Center to access and review such files consistent with this paragraph.

Copyright Web Publishing Rules

Copyright law and Cove Career Center policy prohibit the republishing of text or graphics found on the Internet or on Cove websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian of a minor student and the student.

Use of Email

The School's email system, and its constituent software, hardware, and data files, are owned and controlled by the Cove School. The School provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The School reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School. Great care should be taken,

therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School's email system constitutes consent to these regulations.

Cooperation with Investigations

The Cove Career Center reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of The Cove School electronic network. Evidence of illegal activity will be reported or turned over to appropriate authorities.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures. The Cove School network for Internet access has a filtering device that blocks entry to Web sites that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the *Children's Internet Protection Act* and as determined by the Executive Director or designee.

Staff members will supervise students while students are using School Internet access to ensure that students abide by the *Terms and Conditions* for internet access contained in these procedures.

The system administrator and Unit Administrators shall monitor student Internet access.

Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

- Will cause substantial disruption of the proper and orderly operation and discipline of the school and school activities;
- Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
- Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent or vulgar language;
- Is primarily intended for the immediate solicitation of funds; or
- Is distributed in kindergarten through twelfth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be

interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by The Cove School.

Bring Your Own Device (BYOD)

The use of portable electronic devices in the classroom can add educational value when such devices deliver content and extend, enhance or reinforce the student learning process. Classroom teachers determine the appropriateness of in-class use of electronic devices, consistent with the school's instructional objectives, and with approval of a school administrator.

The following devices may be approved (at the teacher's discretion) for use in the classroom:

- Mobile Tablet (iPad, Android Tablets, Windows Surface)
- Cell Phone
- E-Reader (Kindle, Nook, etc.)

Electronic devices may be used during the school day if:

- Use of the device is provided in the student's IEP
- Permission is received from the student's teacher.

The use of an approved personal electronic device is a privilege, and students may be denied access at any time. Students wishing to participate in the Bring your Own Device program must comply with the following guidelines and procedures. Students:

- Must abide by The Cove School Acceptable Use Policy and Regulations, and are subject to all student code of conduct restrictions and disciplinary consequences relating to use or misuse of technology.
- Are responsible for ensuring the safety of their personal devices. The Cove School is not responsible for the loss or theft of a device, nor are they responsible for any damage done to the device while at school.
- Will use approved devices only for an educational purpose, and only when directed by a classroom teacher or administrator.
- Must keep devices turned off when not directed to use them.
- May not use the camera feature to capture, record, or transmit audio, video or still photos of other students, faculty, or staff without explicit permission given by the subject of the photo or video.
- Are not to use the device in a manner that is disruptive to the educational environment.
- Exhibiting harassing, intimidating behavior or found bullying through the use of a personal electronic device are subject to discipline under The Cove School's Hazing and Bullying policy and procedures.

- Are responsible for servicing their personal electronic devices. The Cove School is not responsible for servicing, repairing or maintaining any non-school owned technology brought to, and used at school by students.

Violations of any policies, regulations, or school rules involving a student's personal electronic device may result in the loss of use of the device in school and/or disciplinary action may be taken. The school reserves the right to confiscate the device if there is reason to believe that the student has violated policies, regulations, school rules or has engaged in other misconduct while using their personal electronic device.

Online Tools

Students will have the opportunity to use online tools, such as Google Docs, Google Slides, Storyboard That, and Book Creator - for collaborating, creating, editing and sharing user-generated content online. Online tools provide ease of use as there is no need to download, and teachers and students can master many of these tools in minutes.

The safety and security of all students is a top priority. All the websites and online tools we will be using have been thoroughly vetted by experienced educators and are commonly used in education today. In order for students to use online tools, they must have parent/guardian permission, and both parent/guardian and student must agree to the terms of service. The only information required for an account will be the teacher's class code, student first name/username and password (typically via their school managed Google Account).

The Cove School uses several educational web-based tools and applications operated by third parties. These websites must obtain parental consent or the consent of a school district on behalf of parents before collecting personal information from children under the age of 18. The Cove School will create these accounts in accordance with all rules and regulations.

It will be the student's responsibility to follow the rules of acceptable Internet and computer use. It will be the teacher's responsibility to ensure compliance with the terms of service for each online tool.

Policy Modifications

The Board of Trustees may modify the terms and conditions of electronic network use and/or the provisions of the Policy and these Administrative Procedures at any time. The Executive Director or Technology Coordinator may also disseminate additional rules, regulations, or other terms or conditions of electronic network access as may be necessary to ensure the safe, proper, and efficient operation of the computer network. Notice of any such modifications or additional rules, regulations, or other terms of conditions of access shall be promptly communicated to all authorized users, including by posting such modifications on the electronic network or in a conspicuous place at access locations. Use of the electronic network constitutes acceptance of the terms of the Policy, these Administrative Procedures, and any additional rules, regulations, or other terms or conditions of electronic network access, which may have been promulgated by the Executive Director, Technology Coordinator, or their designees.

Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a school official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents or students who have reached the age of 18 who object to disclosure of information concerning a student to a third party may do so in writing to Executive Director.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or home district) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine program eligibility for participation in a program or for receiving financial assistance under such program. The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Program Principal.

Access to Student Social Networking Passwords & Websites

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

Field Trips, Internships and Participation in Off-Campus Activities

Students take field trips for the dual purpose of learning and enjoyment. For all field trips, the parents/guardians of minors will be informed in writing of the nature of the trip and any fees. Written permission will be required and will include a consent form to perform emergency medical services.

Field trips and off-campus activities are a privilege for students. Students must abide by all school policies during transportation and during all off-campus activities, and shall treat all activity locations as though they are school grounds. Failure to abide by school rules and/or location rules during an off-campus activity may subject the student to discipline.

All students who wish to attend a field trip or off-campus activity must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Behaviors leading to intervention by the Dean of Students may indicate that a student is not ready to participate in off-campus activities. If a student is referred to the Dean two (2) times in a two-week period, a student may not be able to participate in off-campus activities. Additionally, if a student is referred to the Dean's Office for level-3 or level-4 behavior as described in the Parent/Student Handbook in the two weeks preceding an off-campus activity, the student will need to demonstrate the following prior to participation:

1. Awareness of the behavior
2. Take responsibility for their behavior
3. A willingness and ability to behave in a manner consistent with school rules and expectations
4. Demonstrated self-management of behavior for a period of time to be determined by an administrator as appropriate for the student and the behavior

Parents and students will be informed of any behavior that results in losing the privilege to participate in an off-campus activity as soon as possible, and alternate plans for working at the school during that time will be in place that focus on building the readiness for the next off-campus opportunity.

Students must take transportation provided by the school if the field trip begins and ends during the school day. Students will use their regular transportation to get to and from school. Parents/Guardians who are serving as a chaperone may bring their child to and from the field trip event.

School-Sponsored Sports, Performances, Dances, Parties and Extracurricular Activities Code of Conduct

Attendance and participation in school-sponsored sports, performances, dances, parties and extracurricular activities is a privilege and is therefore subject to meeting the expectations outlined below.

Requirements for Participation in Extracurricular Activities

A student must have the following fully executed permission slip to participate in the specific activity signed by the student's parent/guardian that includes:

1. All after school practices
2. Participation all scheduled events
3. Emergency contact information
4. Transportation plan for after school events

Eligibility

Selection of participant roles in extracurricular activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular athletic activities, a student must be current with all school assignments. Any student who has incomplete classwork or homework will be suspended from the sport or activity until all academic work is turned in to the assigning teacher. The assigning teacher will make the determination if the work has been completed as assigned.

Absence from School on Day of Sport or Activity

A student who is absent from school after noon is ineligible for any sport or activity on that day unless a school administrator has approved the absence in writing. The designated teacher, sponsor or coach may make exceptions for justifiable reasons, including:

1. A pre-arranged medical absence; or 2. A death in the student's family; or
- 3.
4. A religious ceremony or event

School administrators may suspend a student who has one or more trancies or who has been suspended from school from participation in the sport or activity.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday sports and activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with their team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Suspensions and Detentions

If a student receives an Out-Of-School Suspension (OSS), he/she may not be on the school campus. If a student receives in Out-Of-School Suspension (OSS) or and In-School Suspension (ISS) he/she may not attend any school function for any reason, including attendance at a school dance or participation in any extracurricular/co-curricular activity practice session, rehearsal, competition, or performance on the day of and/or during an OSS or ISS. A school administrator must approve any exceptions.

If a student receives a detention, he/she may attend an after-school activity or event, but may lose part or all of the privilege to participate in, any extracurricular/co-curricular activity practice session, rehearsal, competition, or performance on the day of the detention.

School Sponsored Social Activities and Dances

Only students who attend the school may attend school-sponsored dances, unless a school administrator approves a student's guest in advance of the event. A guest must be "age appropriate," defined as 1 year younger or 1 year older than the age group that will be attending the event.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Violate the school rules and policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol;
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking or as part of an off-campus internship;

6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of their willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students who violate the school's discipline code will be required to leave the event immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.

6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of performances, activities or competitions;
 - The remainder of the season or for the next season; or • The remainder of the student's school career.
 - b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance will follow the policy and procedures stated in the Student/Parent Handbook.

Special Olympics

Eligibility for the Special Olympics is governed by the rules of the Special Olympics. All participants must meet criteria and deadlines determined by the Special Olympics.

Extra-curricular Sports Fees

To defray the cost of extra-curricular sports activities, there is a fee for participating students. If a student is unable to pay, arrangements will be made to the extent practicable to permit the student to participate in extra-curricular activities.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School/Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the school's return-to-play and return-to-learn protocols.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided the school with written clearance

from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Guidelines for School-Sponsored Publications, Productions and Websites

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act, School policies and the Student/Parent Handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the School's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any School policy or Student Handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The School will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Unit Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, or an expression of School policy.

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use;
 - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
 - f. Incites students to violate any School policy.
7. A student may contact the Unit Principal, Executive Director, Dean of Students or other trusted staff member to resolve to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use; or,
5. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Search and Seizure

In order to maintain order safety and security in the schools, school administrators are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

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

School administrators may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal

effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

Executive Director or designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School administrators may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Executive Director or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Video and/or Audio Monitoring Systems

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

Health Policy

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year may result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to their parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. An appropriate medical professional must sign the schedule and statement of medical reasons.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to an administrator a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to an administrator a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Medication Administration Policy

The following is The Cove School's Medication Administration policy which a copy of which will be furnished to each family at the start of each school year and may also be accessed at any time in The Cove School's Parent/Student Handbook.

Medication Administration

Students shall not be administered medication during regular school hours or during school-related activities unless it is absolutely necessary for a student's critical health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication, whether prescription or over-the-counter (OTC)/non-prescription, during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to their child by completing Cove School's Student Medication Administration Authorization Form and

otherwise follow the school's procedures on dispensing medication. Medication administration to students will be by appropriate, trained/licensed school staff in compliance with the Illinois School Code provision applicable to the school.

No school employee shall administer to any student, or supervise a student's self-administration of, any prescription or nonprescription medication until a completed Student Medication Administration Authorization Form is signed by a licensed Health Care Provider as well as the parent/guardian and is submitted to the school Health Office. This form is valid for the current school year only, and needs to be renewed annually.

Prescription medication must be brought to the school in the medication's original package or container, labeled appropriately by the pharmacist or licensed prescriber, including the child's name, prescriber number, medication name and dosage, administration route or other directions, date of medication and refill/expiration, licensed prescriber's name, the pharmacy name, address and phone number and the name or initials of the pharmacist. Over-the-counter (OTC) (non-prescription) medication shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container. Any remaining medication should be picked up from the health office at the end of the school year or it will be discarded.

Self-Administration of Medication

No student shall possess, consume or self-administer any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for by the Student Medication Administration Authorization Form and the Authorization for Student Self-Administration of Medication Form for the self-carry and self-administration of asthma medication or an EpiPen.

In compliance with the requirements of Section 10-22-21b and 22-30 of the Illinois School Code (105 ILCS 5/10-22.21b; 105 ILCS 5/22-30) and 23 Illinois Administrative Code 1.540 for the self-administration of medication, a student may possess medication prescribed for asthma or Epinephrine (EPI-PEN®) for immediate use at the student's discretion, provided that a Medication Authorization form has been completed that includes:

1. Written authorization by the student's parent/guardian for the student's self-administration of medication, self-administration and/or self-carry of asthma medication, or self-administration and/or self-carry of an epinephrine injector.
2. Written authorization from the student's physician, physician assistant, or advanced practice registered nurse for the student to self-administer and/or self-carry the medication; and
3. The prescription label for the medication which must contain the name of the medication, the prescribed dosage, and the time or times at which or circumstances under which the medication is to be administered.

Cove School and its employees and agents shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of medication, including the self-administration of an epinephrine auto-injector or asthma inhaler, or the storage of any medication by Cove School. A student's parent/guardian must agree to indemnify and hold harmless the school and its employees and agents, against any

claims, except a claim based on willful and wanton conduct, arising out of the administration of medication, including a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by Cove School.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin, upon authorization of the parent/guardian and pursuant to the student's Diabetes Care Plan.

Emergency Medical Care

If there are minor injuries during the school day or school-related activity which might require professional medical treatment, a parent/guardian will be notified and interim first aid care will be provided until the child can be referred to a physician through the parent/guardian. When a child becomes injured or ill at school, the health and school staff will use their best judgment to determine if the case is an emergency. In a medical emergency, the paramedics will be called and the pupil will be transported to the appropriate hospital. The parent/guardian will be notified immediately and the emergency information required by the school will serve as a resource if parents/guardians cannot be reached. Appropriate emergency information is taken to the hospital or medical office where the child may receive treatment. Please keep any pertinent medical information for your child up-to-date in the Health Office. Parents/guardians are solely responsible for all costs related to emergency medical transport and treatment that may be required in the instance of a medical emergency.

This Medication Administration Policy applies to all students requiring medication to be administered at The Cove School during regular school hours or during school related activities regardless of the duration of the administration of medication.

Prevention of Anaphylaxis

While it is not possible for the School to completely eliminate the risks of an anaphylactic emergency, the School maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the School's policy may contact the Executive Director or designee.

Medical Cannabis Administration by Designated Caregiver Policy

The *Compassionate Use of Medical Cannabis Pilot Program Act* allows a parent/guardian of a minor to register with the Illinois Department of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the child's parent/guardian. Pursuant to Section 22-33 of the *Illinois School Code* (105 ILCS 5/22-33), a student who is a registered qualifying patient may have his/her parent, guardian or other IDPH registered designated caregiver (who must be at least 21 years old) administer a medical cannabis infused product to the student on the premises of The Cove School or on the school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Original registry identification cards are provided to The Cove School for copying by the school; and
3. The student's parent/guardian has completed, signed, and submitted The Cove School Medical Cannabis Authorization Form & Release and returned it to the Health Office (*Note: Portions of the authorization form must be signed and completed by both the prescribing physician and the parent/guardian*). Copies of the form may be requested in the Health Office.

Medical cannabis infused products ("Product") permitted for administration in school include oils, ointments, foods, and other products that contain usable medical cannabis, but do NOT include medical cannabis products that are to be smoked or vaped. Smoking and/or vaping medical cannabis in school is prohibited.

The administration of the Product to the student, who is a registered qualifying patient, while on school property, including on the school bus, is only permitted to be conducted by the registered designated caregiver. A school employee shall not administer or assist in the administration of the Product to the student. The registered designated caregiver is responsible for bring with him/her the Product to be administered to the student and immediately after administering the Product to the student, the designated caregiver shall remove it from school premises or the school bus. No medical cannabis product may be stored at any time at The Cove School. The Product may not be administered in a manner that, in the opinion of The Cove School, would create a disruption to the educational environment or cause exposure of the product to other students.

Students are not permitted to bring medical cannabis to school and are not permitted to self-administer the medical cannabis product. Cannabis, medical or otherwise, brought to school by a student and not in compliance with this policy, is subject to the disciplinary policies of The Cove School.

Discipline of a student for being administered a Product by a designated caregiver pursuant to this policy is prohibited. Additionally, a student will not be denied eligibility to attend The Cove School solely because the student requires the administration of a medical cannabis product.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to an administrator and the School Nurse. Parents/guardians are responsible for and must

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.

- d. Grant consent for and authorize designated School representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

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

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

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

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Students with Food Allergies

State law requires our school to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at 847-562-2100 X2112.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying medical disability, a plan will be developed as part of the IEP process and implemented to provide the needed supports so that your student can access their education as effectively as students without medical disabilities.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Home and hospital instruction cannot be supplied by Cove School, and should be provided by the home school district, if applicable. For information on home or hospital instruction, contact your home school district.

No Smoking Policy

The Cove School is a smoke-free facility and environment. Smoking tobacco and/or using tobacco products by students is not permitted on school buses, in the school building, on school property, or at any school-sponsored activity. Lighters, matches, and any smoking or tobacco products are not permitted in school at any time. In addition, it is unlawful for minors to smoke or possess tobacco products in Northbrook. In compliance with Northbrook Ordinance No. 97-4, the police will be notified and the student ticketed.

Alcohol and Drug Abuse Policy

Admission Policy

The Cove School does not accept students who are currently using controlled substances not prescribed by a physician. Students with a substance abuse history may be accepted under the following conditions:

- 6 months of sobriety.
- Cooperation and follow through on all treatment recommendations given by a qualified substance abuse professional.
- Willingness to participate in voluntary random drug testing.
- Education and sobriety are taken seriously as reported by all relevant parties.

Student use of alcohol and drugs is a serious violation of the law as well as a violation of school regulations. The use or possession of alcohol or illegal drugs or drug-related paraphernalia will not be permitted while students attend school, school sponsored activities, or school functions. Drugs, drug paraphernalia, or any item or substance that may result in harm to students or staff will be confiscated. The office will be notified, the parents/guardians will be called, and an incident report will be filed. A manifestation determination will be conducted if necessary.

If the possibility of a student's drug involvement arises, the intervention team of staff members and administration will meet to determine the results and evaluate concerns. If needed, the parents/guardians will be contacted and substance abuse evaluation will be recommended. Any physical symptoms of possible drug or alcohol use will be treated as a health issue. The student will be taken to the office and the parents/guardians called to take the student home. A conference with the parents/guardians will follow to determine if a substance abuse evaluation is needed. Informal "drug talk" by students will also be considered suspicious behavior.

Use/Possession

If a student possesses, sells/distributes or uses controlled substances without a doctor's prescription while at school or a school related event, parents/guardians will be contacted immediately. The student will be suspended pending a staffing by the district of residence to consider an alternate setting. If the student is not funded by a school district, he/she will be suspended pending a staffing with the parents/guardians to consider an alternative setting. A manifestation determination will be conducted if necessary. In compliance with Public Act 91-0491, The Cove School is required to notify the Northbrook Police Department.

Readmission Policy

Any student who is out of school for a substance use related issue will not be readmitted to The Cove School if the use is identified by treatment professionals as being anything more than experimental use. If the use is judged to be experimental, the student will be readmitted under the following circumstances:

- Cooperation and follow through on all treatment recommendations given by a qualified substance abuse professional.
- Willingness to participate in voluntary drug testing.
- The student's education and sobriety are taken seriously as reported by all relevant parties.

Vandalism and Property Damage Policy

Students who destroy or vandalize school property will be required to repair or pay for losses or damages. If students willfully destroy school property, suspension and subsequent transfer may be necessary. A manifestation determination will be conducted if necessary. If a student should accidentally damage property, he/she should immediately report the incident to a teacher, the main office, or the Dean of Students.

Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Executive Director.

Anytime that a convicted child sex offender is present on school property - including the three reasons above - he/she is responsible for notifying the Executive Director or designee upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school administrator at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school. Students are required to be silent and shall comply with the directives of school officials during emergency drills.

There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to the students.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Employee Conduct Standards

Schools are required to include in their student handbook the School's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. See the appendix of this handbook for the Employee Professional Conduct Policy as well as: Electronic Communication with Students Policy, Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be subject to dismissal from Cove School:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-a-likes" of any firearm as defined above.

The Cove School dismissal requirement may be modified by the Executive Director on a case-by-case basis.

Visiting the School

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Former students who wish visit the school to connect with students must first contact the Dean of Students to arrange an appropriate time for a visit. Visits with students during the first month and last two weeks of school are not permitted.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and school policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the school.

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other school policies or regulations, or a directive from an authorized school employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the school or a school function.

Visits shall be approved or rejected at the sole discretion of the Executive Director, the Clinical Director, the Principal, the District Liaison, the Dean of Students or designee. Visitors will be reminded that student activities may be confidential, and visitors shall not comment on observations made of any students to third parties without the express written consent of the Executive Director.

Request to Access Classroom or Personnel for Evaluation or Observation

The parent/guardian of a student, or an observer evaluating student eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

Changes in classroom routine can be distracting and impede the learning of students. To provide access while preserving learning environment, all evaluation/observations of students or classes are by appointment only. The Executive Director, the Clinical Director, or the Principal will schedule all evaluation/observation appointments and one of the school administrators may accompany classroom observers. Observations are limited to one adult observer at a time. Observations will be limited to those that are deemed to be educationally and clinically necessary. Observations are typically limited to 45 minutes

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the Executive Director, the Clinical Director, or other school administrator prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. For school-wide volunteer opportunities, please contact the Director of Development.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cost of Controversy Policy

The Cove School Corporation occasionally finds itself involved in legal proceedings related to our students initiated by the children's parents. One example is advocacy to convert the funding for a child in our day program from private pay to public funding for some or all of the services we provide. Another example is domestic relations proceedings. In all of these instances, the family is responsible for all of the Corporation's

costs and for the time of its staff and may be charged fees as described within some of the detail below.

1. In the process of advocacy for a change of funding from private to public, there are often legal proceedings in which we receive a court order or a subpoena for documents and for witnesses. We will not contest these subpoenas in toto, but we do retain counsel and attempt to quash any subpoenas or vacate any court orders that have the effect of taking away from our students. We do cooperate with *bona fide* properly issued and tendered subpoenas and ongoing legal proceedings by having a Director participate and/or attend and testify in the legal process.
2. In domestic relations proceedings involving the family of one of our students, we will resist involvement in the proceedings. We will generally not comply with subpoenas in domestic relations proceedings, but instead will contest them. If we are ordered by a court to participate and/or produce documentation involving one of our students, the family is responsible for any and all legal fees and other expenses incurred by The Cove School Corporation.

Any legal fees and expenses by The Cove School Corporation for counsel to enforce its policies or otherwise respond to any legal process are passed on to the family and they are responsible for payment of these fees and expenses. Additionally, the time of staff, who are required by their participation to be away from their responsibilities caring for our students, will be charged a fee as well. Charges are made for document production, preparation time, travel time as well as actual time in participating directly in any court proceedings.

Pesticide Application Notice

The school maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the school office.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Annual Asbestos Management Plan Notice

It has been determined by the Illinois Department of Public Health (IDPH) and the federal Environmental Protection Agency (EPA) that asbestos is a potential health hazard, and precaution should be taken to avoid disturbing any asbestos containing materials. This notice is to inform you of the status of The Cove School's asbestos management plan.

The Cove School continues to monitor asbestos containing materials in school buildings as required by the EPA and Asbestos Hazard Emergency Response Act (AHERA) for schools. This annual notification is required under the guidelines of the IDPH. The Cove School continues to address safety considerations regarding asbestos in schools to ensure the safety of students, staff members, parents and community.

The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the management plan as required. The three-year re-inspection was completed during the 2020-2021 school year and six-month surveillances are conducted on schedule. A copy of all reports and the management plan are available for review in the Front Office. If you wish to review the plans, please call the school to make an appointment between 8:00 a.m. - 4:00 p.m.

BEHAVIOR MANAGEMENT POLICY/PROCEDURES

Rules of discipline have been established in order to foster a safe and productive learning environment for all our students. The maintenance of good discipline across our campus before, during, and after school hours is the collective responsibility of students, parents and staff members. Section 14-8.05 of the Illinois School Code vests staff members with the authority to supervise and discipline students during the school day and at school sponsored events in the absence of parents/guardians, even if the student and the staff member may not know each other. If a student's off-campus conduct materially or substantially disrupts or poses a true threat and interferes with the school's educational functions, the student can be disciplined.

Consequences for misbehavior are automatic in some cases, but will often be decided on a case-by-case basis, taking into consideration individual needs and responses. In all cases of severe or repeated misbehavior, parent/guardian input and involvement will be sought, and possibly, required. If misbehavior continues to the extent that the safety and/or learning of the student and others is threatened, a more appropriate school setting will be considered, and a decision to transition may be made by Cove administrators at their discretion.

Whenever a "Disciplinary Referral" is made, the Dean of Students and others will take into consideration the student's behavior intervention or management plan, or the behavioral goals incorporated into the student's IEP.

The parent/guardian should be aware of and support the school's rules and discipline policies and procedures. It is also helpful for the parent/guardian to keep the school informed of their concerns and the problems their child is having. Parent/Guardian and staff members should confer about the student's behavior intervention or management plan and other behavioral goals in the student's IEP as they relate to discipline issues with the student. In addition, a manifestation determination will be conducted if necessary. Parent/Guardian are an important resource and can be involved in the problem-solving process when teachers and the Administration are determining effective behavior management strategies for a student. The following are examples of behavior that may result in a suspension or dismissal.

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.

6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "lookalikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Students' Rights

1. The student has the right to know why he/she is being disciplined. It is the responsibility of the teacher or administrator to make this clear.
2. The student has the right to speak in his/her own defense and to present any evidence of his/her innocence.
3. The student has the right to request that a significant adult (parent/guardian, employee of The Cove School) be with them to discuss their position.
4. When a disciplinary referral is made, it is the responsibility of the school administration to weigh all the information before making a final decision.

Disciplinary Guidelines

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School will maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The School shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

LEVEL I BEHAVIOR

Level I behaviors by a student are actions that interfere with orderly classroom, school, or bus procedures. Such misbehavior is usually handled by an individual staff member or classroom teacher but sometimes requires the intervention of the Social Work Department or the Dean's Office. Examples include, but are not limited to, the following:

- Being tardy to class
- Disturbing a class
- Failing to clean up lunch litter
- Failing to follow proper attendance procedures
- Lying
- Non-defiant failure to complete assignments or carry out directions
- Using abusive language/general profanity
- Violating cell phone use policy
- Horsing around
- Violating transportation procedures
- Behavior resulting from emotional dysregulation

LEVEL I CONSEQUENCES*

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. The staff member will maintain a proper and accurate record of the offense and disciplinary action. Disciplinary options include but are not limited to the following:

- Consultation
- Detention from teacher
- Parent conference
- Schedule change
- Special assignment
- Staffing
- Tardy probation
- Verbal reprimand
- Withdrawal of privileges
- Time spent in the Learning Resource Center

LEVEL II BEHAVIOR

Level II behaviors are defined as actions that disrupt the learning climate of the school. These infractions can result from the continuation of LEVEL I behaviors, and require the intervention of the Dean because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but which cause educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples include but are not limited to the following:

- Continuation of unmodified LEVEL I misbehavior
- Cutting class
- Leaving class without permission
- Being absent from classroom detention/homework room
- Bus vandalism/defacing school property
- Cheating
- Disrespect/insubordination
- Driving and/or parking violations
- Forging notes or misrepresenting phone calls
- Harassing/disrupting another student's educational rights
- Inappropriate use of technology or electronic devices
- Loitering in washrooms, hallways, parking lots, or unauthorized areas
- Possessing/using/distributing/purchasing/selling tobacco on, or adjacent to school property or at a school-sponsored event
- Truancy
- Behavior resulting from emotional dysregulation

LEVEL II CONSEQUENCES*

The student will be referred to the Dean for appropriate disciplinary action. The administrator will meet with the student and/or teacher and decide on appropriate action. The teacher will be informed of the administrator's action. The administrator will maintain a proper and accurate record of the offense and the disciplinary action. Disciplinary options include but are not limited to the following:

- Alternative assignment
- Apology to the offended party
- Assignment to homework room
- Attendance contract
- Behavior contract
- Detention(s) (Before/During/After School, Lunch)
- Disciplinary conference
- Parent conference
- Referral to outside agency
- Staffing
- Withdrawal of privilege

LEVEL III BEHAVIOR

LEVEL III behaviors usually involve acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school. These acts might be considered criminal, but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures, which the school should undertake, however, depend on the extent of the school's resources for remediation of the situation in the best interest of all students. Examples include but are not limited to the following:

- Continuation of Unmodified LEVEL II Misbehavior
- Leaving school without permission
- Absent from office detention
- Vandalizing school property/transportation
- Disruption of the educational environment
- Inappropriate touching
- Engaging in gang activity
- Fighting
- Gross insubordination
- Harassment
- Sexting
- Hazing/bullying
- Inappropriate use of technology
- Intimidating others
- Making threats
- Possessing/using/transferring a look-alike weapon
- Profanity directed to staff
- Stealing
- Trespassing
- Inappropriate use/ possession/distribution/purchase/ sale of a legal substance (including but not limited to inhalants, diet supplements, OTC's or any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed).
- Use/possession/distribution/purchase/sale of an illegal substance (drugs, lookalike drugs, alcohol, drug paraphernalia, and/or any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.)
- Vandalism

LEVEL III CONSEQUENCES*

The Dean initiates disciplinary action by investigating the infraction and conferring with staff and other administrators on the extent of the consequences. The Dean meets with the student about the student's misconduct and the resulting disciplinary action. A parent will be contacted. The administrator will maintain a proper and accurate record of offenses and disciplinary actions. Disciplinary options include but are not limited to the following:

- Behavior Contract

- Financial Restitution
- In-School Suspension
- Out-of-School Suspension
- Police Referral
- Referral to Outside Agency
- Saturday Detention(s)
- Staffing
- Suspension of Bus Privileges
- Temporary Removal from Class
- Withdrawal of Privileges

LEVEL IV BEHAVIOR

Level IV behaviors involve actions which result in violence to a person or his/her property and pose a direct threat to the safety of others in the school. These acts may be criminal and are so serious that they always require administrative actions, which may result in the immediate removal of the student from school, the possible intervention of law enforcement authorities. Examples include but are not limited to the following:

- Continuation of Unmodified Level III Misbehavior
- Arson
- Assault/battery
- Bomb threat
- Extortion
- False fire or disaster alarms
- Fighting
- Inappropriate use of technology
- Possessing/using/transferring a look-alike weapon
- Possessing/using explosive or incendiary devices
- Possessing/using/transferring dangerous weapons
- Presenting a danger to self/others
- Theft/possession/sale of stolen property
- Using/possessing/selling/distributing/purchasing or attempting to purchase an illegal substance (drugs, look-alike drugs, and alcohol)

LEVEL IV CONSEQUENCES*

The Dean will verify the offense, confer with the staff involved and other administrators to determine the school's response to the behavior. A meeting will be held with the student, parents, school administration and other staff as appropriate to outline the offense and the consequences. School administrators may contact a law enforcement agency and assist in prosecuting the offender. A complete and accurate report will be submitted to the Executive Director, Clinical Director, other administrators as appropriate, and Funding District (when applicable). Disciplinary options include but are not limited to the following:

- Alternative programs
- Dismissal
- Suspension

- Other School Action
- Police referral
- Referral to outside agencies

*Depending on circumstances as determined by the Administrative Team

Isolated Time Out

Cove does not utilize Isolated Time Out. Isolated Time Out is defined as a student being alone in a monitored enclosure due to exhibiting behavior that poses an imminent danger to self or others.

Time Out and Physical Restraint Policy and Procedures

Time out and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The Cove School does **not** use isolated time out.

The use of time out and physical restraint **may not** be used as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

The Cove School adheres to the regulations at Illinois Administrative Code (23 IAC 1.285) for purposes of its use of time out and physical restraint and has adopted this policy in compliance with the regulations.

Physical Restraint

“Physical Restraint” - Both the federal and State definitions describe physical restraint as consisting of specific planned holds or techniques to restrict a student's movement (e.g., restrict movement of the head, arms, legs, and/or torso) which is only allowable in the event the student presents an imminent danger of serious physical harm to self or others and less restrictive and intrusive measures were ineffective. **Cove School does *not* utilize supine or prone physical restraint techniques.**

Physical restraint is only to be utilized when:

- A) the student poses a physical risk to himself, herself, or others;*
- B) other less restrictive and intrusive measures have been tried and have proven to be ineffective in stopping the imminent danger of serious physical harm;*
- B) there is no medical contraindication to its use; and*
- C) the staff applying the restraint have been trained in its safe application.*

Physical restraint or 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 designed to prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property. Momentary periods of physical restriction include physical escorts, which means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical escort that meets this definition is not considered a physical restraint.

Furthermore, an individual who applies physical restraint shall use only the techniques in which he or she received training during the preceding annual training and for which there is written evidence of participation.

A student shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the student is no longer in imminent danger of causing serious physical harm to the student or others.

Time Out

“Time Out” - A behavior management technique for the purpose of calming or de-escalation that involves the involuntary monitored separation of a student from classmates with a trained adult for part of the school day, only for a brief time, in a non-locked setting.

Time out includes situations only when the student is in a monitored enclosure, per the requirements at 23 IAC 1.285(a)(4), due to exhibiting behavior that poses an imminent danger of serious physical harm to self or others and other less restrictive and intrusive measures have been tried and proven ineffective. The student must be supervised by a trained adult present in the room at all times during the time out. A student placed in time out must have reasonable access to food, water, medication, and toileting facilities. Except in circumstances in which there is a risk of self-injury or injury to staff or others, a student in time out shall not have his or her clothing removed, including, but not limited to, shoes, shoelaces, boots, or belts.

A student shall be released from time out immediately upon determination by the staff member that the student is no longer an imminent danger of serious physical harm to the student or others. The determination of the need to continue the time out must be made no less than every 15 minutes by a trained adult.

If a student is being disruptive and needs to cool down in a sensory room, reflection area, or in another setting that offers other positive or therapeutic supports, it is not considered a time out. "Time out" also does not include a student-initiated or student requested break, a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate, an in-school suspension or detention, or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment.

Training Requirements for the use of Physical Restraints

“Trained Adult” - A trained adult is any adult supervising a student in time out or applying physical restraint who has received at least 8 hours of developmentally appropriate training annually in crisis de-escalation, restorative practices, identifying signs of distress during physical restraint and time out, trauma-informed practices and behavior management practices. In addition, adults applying physical restraint must have received training that includes all the elements described below.

Time out or physical restraint can only be applied by staff members who have received annual systematic training on less restrictive and intrusive strategies and techniques to reduce the use of time out and physical restraint based on best practices and how to safely use time out and physical restraint when those alternative strategies and techniques have been tried and proven ineffective. This training will include all the elements described below and will result in the receipt of a certificate of completion or other written evidence of participation. No staff member may use time out or physical restraint before receiving the required training and certificate.

In compliance with Illinois regulations, training in physical restraint and time out can be provided either by the employer or external entity and must include the following components:

- i) The dangers associated with the use of time out and physical restraint and the need to use interventions that are less restrictive and intrusive to reduce the risk of harm to students;*
- ii) Appropriate procedures for preventing the need for time out or physical restraint, including the de-escalation of problematic behavior, relationship building, and the use of alternatives to restraint;*
- iii) Recognizing and responding appropriately to the antecedent of a student's behavior;*
- iv) Recognizing contraindications and other conditions and events that increase risk of death;*
- v) A description and identification of dangerous behaviors on the part of students that may indicate the need for time out or physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;*
- vi) The simulated experience of administering and receiving a variety of time out and physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;*
- vii) Instruction regarding the effects of time out and physical restraint on the person being restrained or placed in time out, including instruction on monitoring physical signs of distress and obtaining medical assistance;*
- viii) Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and*

- ix) Demonstration by participants of proficiency in administering time out and physical restraint.*

Monitoring & Meeting Procedures

The Dean of Students will monitor and supervise incidents requiring time out or physical restraint. The unit Principal will be informed and the Executive Director will receive a copy of the written report to review prior to transmission to ISBE.

Within 2 school days after each incident of time out or physical restraint, the Executive Director or administrator designee will notify the student's parent/guardian that they may request a meeting with appropriate school personnel to discuss the incident. This meeting will be held separate and apart from the student's IEP meeting. If a meeting is requested by the parent/guardian, it will be convened within 2 school days after the request, unless an extension for the meeting is requested by the parent/guardian. The parent/guardian may also request that the meeting be convened via telephone or video conference. A summary of the meeting and any agreements or conclusions reached during the meeting will be documented in writing and become part of the student's school record. A copy of the documents will be provided to the parent/guardian.

When a student experiences three instances of time out or physical restraint within a 30-day period, a review shall be initiated by the Executive Director or designee to assess the effectiveness of the procedures used and prepare an individual behavior plan for the student that either provides for the continued use of these interventions, or for the use of other, specified interventions. The following staff members should participate in the review: the Executive Director or designee, School Psychologist, District Liaison, the student's Social Worker, the student's Case Manager, the Dean of Students and the unit Principal. Additionally, the staff member who initiated, monitored and supervised the incidents should be present. The parents/guardians shall be invited to participate in this review and be provided 10 days' notice of the meeting date, time and location.

An annual review shall be conducted by the administrative team before the end of July each year to review the use of time out and physical restraint. Information to be reviewed includes:

1. The number of incidents involving the use of those interventions;
2. The location and duration of each incident;
3. Identification of the staff members involved;
4. Any injuries or property damage that occurred;
5. The timeliness of parental or guardian notification; and
6. Timeliness of notification sent to ISBE and administrative review.

Incidents Resulting in Student Injury

In the event of a student being injured during a physical restraint or time out, the student will be evaluated by the school nurse and the Executive Director and the unit

Principal will be informed immediately. A meeting will be convened before the end of the school day to review the situation leading to the restraint, the techniques used, and the factors and decisions and actions that occurred resulting in an injury. Participants should consist of the Executive Director or designee, the unit principal, all staff members providing restraint or observing the incident. The urgency of informing the student's parent will be in proportion to the severity of the injury but in all cases, notification will take place no later than when the student is picked up from school or the end of the school day.

Documentation & Notification

This policy will be made available to parents/guardians at any time upon request and will also be distributed annually or upon enrollment.

The Cove School utilizes the prescribed ISBE form (link below) to record each episode of time out or physical restraint.

For each incident of physical restraint or time out, parental notification will reasonably be attempted to occur on the same day that any use of physical restraint or time out occurs. Within one business day of each use of physical restraint or time out, the parent/guardian will receive the following: 1) a copy of the ISBE form (Form 11-01) documenting any incident of time out or physical restraint; 2) a copy of the standards for when time out and physical restraint can be used; 3) information about the rights of parents/guardians and students; and 4) information about the parent's/guardian's right to file a complaint with the State Superintendent of Education, the complaint process, and other information to assist the parent/guardian in navigating the complaint process.

Written documentation must be provided to ISBE within 2 school days after any use of time out or physical restraint by submission through the ISBE Student Information System (SIS).

A copy of each report of time out or physical restraint is to be kept in the student's temporary file.

Corporal Punishment

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

Re-Engagement of Returning Students

The Dean of Students and the student's educational team shall meet with a student returning to school from an out-of-school suspension, hospitalization, day treatment program, or after any extended absence. The goal of this meeting shall be to support the

student's ability to be successful in school following a period of absence and shall include an opportunity for students to complete or make-up missed work for equivalent academic credit.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
1. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
2. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 3. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 4. Using or possessing an electronic paging device.
- 5. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the Executive Director or designee, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 9. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 11. Engaging in teen dating violence.

12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
15. Being absent without a recognized excuse.
16. Being involved with any public-school fraternity, sorority, or secret society.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal or designee.

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

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

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

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, 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 education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a school to staff or monitor any non-school-related activity, function, or program. Definitions from 105 ILCS 5/27-23.7

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative Measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School Personnel means persons employed by, on contract with, or who volunteer in a school or school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Executive Director or designee shall develop and maintain a bullying prevention and response plan that advances the school's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of bullying as provided in this policy, the Executive Director or designee shall emphasize to the school community that: (1) the school prohibits bullying, and, (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.

2. Bullying is contrary to State law and the policy of this school. However, nothing in the school's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Executive Director, Principal, Assistant Principal, Dean of Students, a teacher, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the named school officials or any staff member. The school named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Dr. Sally Sover

Executive Director

Cove School

350 Lee Road 847-562-2100,
x2106

ssover@coveschool.org

4. Consistent with federal and State laws and rules governing student privacy rights, the Executive Director or designee shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Executive Director or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Executive Director or designee shall investigate whether a reported act bullying is within the permissible scope of the school's jurisdiction and shall require that the school provide the victim with information

regarding services that are available within the school and community, such as counseling, support services, and other programs.

6. The Executive Director or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The school's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Executive Director or designee shall post this policy on the school's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The school will monitor this policy every two years by conducting a review and reevaluation of this policy to make any necessary and appropriate revisions. The Executive director or designee shall oversee the re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the school already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

1. An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
2. If no revisions are deemed necessary, a copy of meeting minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the Executive Director.

The Executive Director or designee must post the information developed as a result of the policy re-evaluation on the school's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Executive Director or designee shall fully implement the school policies, including without limitation, the following:
- a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
 - b. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
 - c. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - d. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the school's educational program as required by State law.
 - e. 6:235, Access to Electronic Networks. This policy states that the use of the school's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - f. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - g. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - h. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - i. 7:310, Restrictions on Publications; Elementary Schools. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. The Executive Director or designee shall fully inform staff members of the school's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
- a. Communicating the school's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

Statement of Assurance

The Cove School's policy on bullying was submitted to bullyingpolicy.isbe.net in alignment with the two-year evaluation requirement as outlined in 105 ILCS 5/27-23.7(d) on Friday, September 2, 2022.

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.

405 ILCS 49/, Children's Mental Health Act.

775 ILCS 5/1-103, Ill. Human Rights Act.

23 Ill. Admin. Code §1.240 and §1.280.

CROSS REF.:

2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students

Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy

Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; 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.

The School will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The school shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

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

Reporting a Complaint; Enforcement

Students are encouraged to promptly report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to their teacher, a teaching assistant, their social worker, any administrator, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. Anyone to whom a complaint is made will immediately report it to the Dean of Students for further investigation and intervention. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Public Display of Affection

Development in relationship building and expression of affection is a natural part of the maturation process. Just as important as learning about relationships and affection is the judgement to know what is appropriate for different times, places and audiences. In order to guide our students, the following is the policy for Public Displays of Affection (PDA) at Cove.

Students should demonstrate respect for themselves and others by conducting themselves in a manner appropriate for a public setting. Behaviors which are not appropriate in public make other people uncomfortable. School is not the place for prolonged public displays of affection.

Appropriate public displays of affection at Cove must be consensual and brief. Displays are limited to a brief hug and hand holding. These behaviors are appropriate only during non-instructional time. Public displays of affection that are in violation of this policy may lead to intervention or disciplinary action by the school.

Examples of inappropriate public displays of affection at Cove include, but are not limited to, prolonged hugs, kissing, fondling, groping or grabbing body parts, hands under clothing, and/or other sexual acts.

Helping students discern how and when different kinds of physical contact are appropriate is an important part of social education and personal safety.

Bus/Cab Regulations and Rules

Riding the school bus or cab is a privilege. Improper conduct on these vehicles will result in denial of the privilege or other disciplinary action. If necessary, a manifestation determination will be conducted.

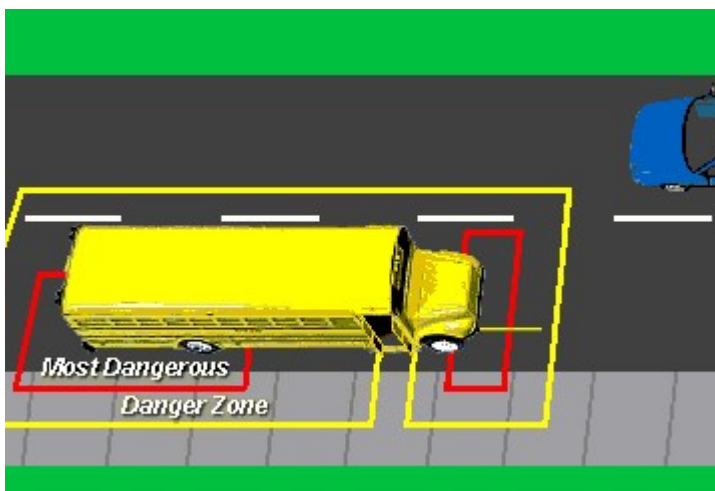
While students are on the bus, they are under the supervision of the bus driver. In most cases, the bus driver can handle bus discipline problems. In the case of a written disciplinary referral, student bus problems will be investigated and responded to by the Dean of Students.

The student's funding district may follow their policies and procedures as they are notified of all written transportation related issues.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the funding school district or the Dean of Students at The Cove School.

Bus/Cab Conduct

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior the Dean of Students, or other administrator deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the student may be suspended from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Gangs & Gang Activity Prohibited

A "gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a

school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of school policies, (5) or incite other students to act with physical violence upon any other person.

HOME-SCHOOL RELATIONS

General Information

Communication between home and school is important for an understanding of individual needs. Parents/Guardians should keep the school informed of any home events that may affect the student's school performance. The student's Case Manager/teacher will inform parents/guardians when he/she can be reached during the day. To the extent practicable, communications between home and school will be in writing. If written communication is not possible, verbal communications, in-person meetings or e-mails are appropriate.

Party Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

PARENT ASSOCIATION

The Parent Association's goal is to serve Cove's unique and diverse community — a community dedicated to the continued growth and support of all students, past and present. We provide ongoing assistance to Cove through fundraising, school programs and events, student social activities and outreach. All members of the Cove community are invited to be a part of the Parent Association - whether it's attending the PA meetings which feature a speaker on a topic near and dear to our community's heart, helping plan a student or family activity or volunteering at one. We also have a variety of volunteering opportunities throughout the year. Please consider donating some of your time and talent - not only are you supporting our students and helping build our community but it's also a great way to connect with other parents. We greatly appreciate any assistance you can lend.

PARENT/GUARDIAN RESPONSIBILITY AT COVE

If parents/guardians have a question about something that took place or is taking place in their child's classes, it is recommended that they consult with the teacher. In addition, the Executive Director, the Clinical Director, the Principal, the Dean of Students, Social Workers, and clinical consultant are available for consultation. Parental/Guardian input and concerns are always welcome.

Other Important Parental/Guardian Responsibilities Include:

- Full support of the school, its policies and procedures.
- Participation and support of the Parent Association and its activities. We urge parents/guardians to join in the social and educational activities sponsored by the Parent Association.
- Participation and support of the school's fundraising activities.

Cove's Tuition and Placement

If the parents/guardians indicate that they want to seek admission to Cove and ask how they can obtain tuition reimbursement, then the following information is provided:

- If the child is not currently attending a public school, the parents/guardians need to register him/her at the local home school as a "non-attending handicapped student."
- The parents/guardians should contact the Special Education Department of their home school and request a meeting. An evaluation may be necessary that will lead to a staffing.
- The school district states that it does not have an "appropriate" program to meet the child's educational needs, then the evaluation team recommends other schools/programs.

Cove will provide any written reports, IEPs, or test scores that may be needed at a staffing or due process hearing. While at a staffing, the Cove representative will describe Cove's program and the student's progress. The Cove representative cannot attend a due process hearing since a neutral position is taken.

Since The Cove School is a third-party contractor with many school districts, it is essential for Cove to maintain a harmonious working relationship with each of the funding districts.

Parents/Guardians and the IEP Process

Parents/Guardians are considered part of the team in the writing of the IEPs. Parents/Guardians are requested to share the child's strengths, the concerns for enhancing the child's education, and their vision of the child's future.

CASE STUDY EVALUATION AND REEVALUATION

Prior to admission to The Cove School, all students must have a completed case study evaluation, which consists of a psychological assessment, an educational assessment, health, school and social history, and a medical examination. In some cases, neurological, ophthalmologic, and psychiatric examinations may be necessary. It is recommended that both private pay and reimbursed students complete a re-evaluation every three years.

The case study evaluation can be conducted without charge through the student's public school district or the local district in which The Cove School resides. Parents/Guardians can elect to have the evaluations completed for a fee through a local hospital, a university clinic, or with a professional in private practice.

FINANCIAL INFORMATION

General Financial Information

It is Cove's policy that prior to any transcripts, progress reports, or school records being mailed to parents/guardians and/or at the parent's/guardian's request, to any district, college, or agency all fees must be paid. Such fees include the following: tuition, graduation, lost or damaged textbooks, library non-returned books, and extracurricular sports (if the child participates). Fees may be waived at the Executive Director's discretion if the student can demonstrate financial need.

Tuition Payment

There are several methods of payment for private pay students. Parents/Guardians should consult with Cove's Director of Finance for more information. A service charge for tuition payments received after the due date will be assessed. Payments two months in arrears will result in removal of the student until the account is reconciled.

Income Tax Deduction Information

Educational expenses at Cove may be tax deductible. The following tax guide information has been taken from the Tax Guide for Parents/Guardians, published by the Family Resource Center, (312) 939-3513. Parents/Guardians should consult with their accountant or lawyer to determine whether you qualify for a tax deduction. Cove makes no representation in these matters.

Educational services at Cove may be tax deductible as medical expenses "if they are incurred to alleviate your child's physical or mental condition":

- Tuition costs for a special day school (Section 213-1/e/Internal Revenue Code 1954) (Revenue Ruling 58-280) (Revenue Ruling 69-499, C.B. 1969-2, 39).
- Tuition costs for a special class in a regular school (Revenue Ruling 70-285).
- Tuition costs for a special class in a parochial school (Revenue Ruling 71-347).
- Tuition and tutoring fees for learning disabled children caused by a neurological disorder (Revenue Ruling 78-340, 9/18/78).
- Remedial reading or language training for a child with dyslexia or other disability (Revenue Ruling 69-607, C.B. 1969-2, 40).
- Special instruction or training--such as lip reading, sign language, speech instruction, Braille (Section 213-1/e/Internal Revenue Code 2954)."

Parents/Guardians also will need to obtain certification from the child's doctor that the expense has been made for one or more of the following: "diagnosis, cure, alleviation, prevention, treatment, or dysfunction of the child's mental or physical condition."

Insurance Reimbursement

Parents/Guardians may be able to recover some of the cost of the child's speech, Occupational Therapy, and Social Work services through medical insurance.

Please check with your insurance carrier to find out if these services are reimbursable. If an insurance claim is filed, The Cove School must be informed in advance by contacting the Director of Finance.

As the parent/guardian will still be responsible for full tuition payments to The Cove School, please advise the insurance carrier to send reimbursements to you. The Cove School cannot be responsible for claim disputes or settlement of claims.

Graduation Fees

There is a fee for eighth grade and senior high graduates. The fees cover the following: diploma, diploma cover, programs, invitations, graduation ribbon, cap and gown, reception, and stage flowers.

FINANCIAL AID

Financial Aid Policy for The Cove School - Adopted June 7, 2003

It is the policy of The Cove School to extend financial assistance awards to individual families based on proven economic need and the school's available resources. Families needing tuition assistance must be determined to be eligible. School and Student Service for Financial Aid (SSS), an outside independent processing service, determines eligibility. Families wishing to be considered for financial aid will be required to complete a Parents'/Guardians' Financial Statement (PFS) provided by SSS, pay an SSS application fee and complete other appropriate documentation. Application fee waivers are available to families who qualify. The responsibility for the processing of all application materials shall fall upon the applicant. Only those applications for which all documentation, including the SSS Computation of Estimated Family Contribution, is complete by March 31st of the school year preceding the year for which the award is requested, will be considered for an award.

The Financial Aid Fund in a given school fiscal year will be comprised of all donations made for the purpose of financial aid during the twelve months ended June 30th of the immediately preceding school fiscal year.

The Computation of Estimated Family Contribution provided by SSS will be the factor used to determine the amount dispersed from the Financial Aid Fund to any given applicant. The overall funds received in the Financial Aid Fund may limit the total amount of financial aid awarded in a given school year.

Decisions on the size of individual awards will be made and communicated to all applicants during July of the school year preceding the year for which the award is requested. Financial assistance will be awarded to families who have demonstrated an economic need based on the following priorities:

- Current students on financial assistance

- New applicants for financial assistance from the current student body
- New applicants to the school

Principles of Good Practice

The school shall not discriminate in the administration of its financial aid policies because of race, color, religion, national origin, sex, or age in violation of existing state or federal laws or regulations.

The school recognizes that the primary responsibility for financing a student's independent school education rests with their family.

The school shall require adequate documentation of family resources when determining need.

The school shall use a uniform methodology to assess annually, in a consistent and equitable manner, each family's ability to pay for education.

The school shall use a uniform methodology to award annually, in a consistent and equitable manner, prorated awards in the event the cumulative need in a given school fiscal year exceeds the size of the available Financial Aid Fund for that year.

The school shall not use financial need as a consideration in determining a student's eligibility for admission.

The school shall notify accepted aid applicants of financial aid decisions before expecting a binding reply to an offer of admission.

The school shall not set different standards of behavior and academic performance for its financial aid recipients.

Subject to the availability of financial aid funds, the school shall continue to fund a student until graduation or transition, unless he or she no longer demonstrates need; therefore, preference will be given to current financial aid recipients over all other applicants.

The school shall use its best efforts to maintain in complete confidence the amount of financial aid awarded to a family and/or the fact that a family has applied for financial aid.

The school shall safeguard the confidentiality of all financial information supplied by a family.

FAMILY GIVING AT COVE

The Cove School is a not for profit 501(c)3 organization that relies on the generosity of our families, extended families, board members, alumni, and friends to maintain our superior program and facility. Tuition pays for only part of the cost of educating a child at Cove.

We encourage all families to make a meaningful gift to Cove's Annual Fund and to make Cove one of their top three charities.

Cove's Annual Fund

The cost of tuition at Cove, whether paid through the school districts or privately, does not fully cover the entire cost of educating our students each year. To close this gap, we need support from our entire Cove community.

Dollars raised through our Annual Fund enable us to recruit specialists in the field of learning disabilities; they allow for the development of new experiential learning opportunities, and they ensure that we provide the best individualized education program for which Cove is known.

Each year we strive for 100% participation from our families. Requests are mailed in the fall and spring. Donations can also be made online at www.coveschool.org.

The Cove School Benefit

Each year, Cove hosts an annual benefit, using the proceeds from the gala event to support crucial programs. Mark your calendar now for our next sensational event, Saturday, February 24, 2024.

It is a meaningful and important evening for the school. We encourage families to get involved by bringing friends, work associates, neighbors and family to the event, securing silent and live auction prizes, introducing Cove to potential Corporate Sponsors and volunteering. Donations from the event support Cove's annual operating expenses.

We encourage you to become involved with this important fundraiser for Cove.

One Step at a Time 5K

Join us on the morning of September 9, 2023 for our annual 5K Walk/Run. This year's event will take place at Independence Grove in Libertyville. This is a fun family and community event. Students have the opportunity to create their own fundraising pages and compete for prizes.

Tribute and Memorial Gifts

Celebrate your important personal milestones or send a loving note to a friend in need with a Tribute or Memorial Gift at Cove. Say “thanks” to a special teacher, honor a student or send best wishes to a friend or loved one on special occasions such as graduations, birthdays, holidays and more. With your donation, Cove will send a card to the recipient you wish to honor, acknowledging the generous gift you have made in his/her name. Gifts can also be made online at www.coveschool.org.

If you would like more information or have questions about giving at The Cove School, please reach out to Alexandra Argentar, Director of Advancement at aargentar@coveschool.org or 847-562-2100.

APPENDIX

Parents'/Guardians' Rights and Responsibilities for Special Education

It is required that The Cove Career Center informs parents/guardians of their rights for special education.

As the parents/guardians of a child who may or will receive special education benefits, you have certain rights, which are safeguarded by state and federal statute.

It is important to understand the status change and transfer of rights that takes place when a child reaches the age of 18. Please see Age of Majority on page 7 of this manual for more information on adult students.

The rights to which you are entitled are listed below in abbreviated form under ten headings.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school buses or other transportation) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student who is currently enrolled at Cove School or, students who have graduated and were not funded by a district, should submit to the Executive Director a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the Executive Director or designee will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. If the student is no longer enrolled at Cove School or has graduated, contact should be made with the funding district. In certain circumstances, the

District may request an additional 5 business days in which to grant access. The District charges a fee per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the Cove School or 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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian 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 educational interest if the official needs to review an education record in

order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

6. The right to prohibit the release of directory information.

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors

- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Executive Director, or designee within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the Executive Director or designee.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education Student
Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Please note that if your district funds your student, a release of records may need to be requested directly to the district prior to the release from The Cove School. Contact the Executive Director, or designee at The Cove School if you have questions.

Confidentiality of Information

- Right to restrict access to your child's records by withholding consent to disclose records.
- Right to be informed before information in your child's file is to be destroyed.
- Right to be told to whom information has been disclosed.

Notice

- Right to notice before the agency initiates or changes (or refuses to initiate or identification, evaluation or placement of your child).
- Right to have that notice in writing, in your native language, or other principal mode of communication, at a level understandable to the general public.
- Right to have the notice describe the proposed action, explain why it is proposed, describe the options considered and explain why those options were rejected.
- Right to be notified of each evaluation procedure, test, record or report the agency used as a basis for any proposed action.

Consent

- Right to give consent before an evaluation is conducted and before initial placement is made in special education.
- Right to revoke consent at any time.

Evaluation Procedures

- Right to have a case study evaluation of your child's educational needs completed within (60) sixty school days of referral.
- Right to have more than one criterion used in determining an appropriate educational program for your child.
- Right to have the evaluation performed by a multidisciplinary team.
- Right to have your child assessed in all areas related to the suspected disability.
- Right to have a re-evaluation every three (3) years or more frequently if conditions warrant or if you or your child's teacher requests it.

Independent Evaluation

- Right to an independent educational evaluation.
- Right to have the local public school district pay for the independent evaluation if it is determined through a due process hearing that the district's evaluation was not appropriate.
- Right to be informed of the procedures for obtaining an independent evaluation at public expense.
- Right to have the independent evaluation considered when placement and program decisions are made.

Least Restrictive Environment

- Right to have your child educated with non-handicapped children to the maximum extent possible.
- Right to have your child removed from the regular education environment only after supplementary aids and services were tried and found unsatisfactory.
- Right to have placement in the school your child would attend if non-handicapped unless the individualized education plan requires some other arrangement.

- Right of your child to participate with non-handicapped children in nonacademic and extracurricular services and activities, such as meals, recess, counseling, clubs, athletics, and special interest groups.

Complaint Resolution and Mediation

- Complaints alleging violations of parent/guardian and special education student rights can be referred to your local public school district's due process unit.
- Complaints alleging violation of parent/guardian and special education rights can be referred to the Department of Special Education, Illinois State Board of Education, for review, investigation and action within (60) sixty days.
- Illinois' mediation service is designated as an alternative to the Due Process Hearing as a means of resolving disagreement regarding the appropriateness of the provision of special education and related services. This service is administered and supervised by the Illinois State Board of Education and is provided upon request at no cost to the parties. Parents/guardians and/or local school districts who wish to request mediation services or to know more about the State Board of Education complaint resolution system may contact the Department of Special Education, Illinois State Board of Education, at (217) 782-6601.

Hearing

- Right to request an impartial due process hearing to question the district's identification, evaluation, or placement of your child or to question the district's provision of a free appropriate public education.
- Right to be informed of the procedures to follow to make a request for an impartial due process hearing (i.e., to whom, how, what to include in the request, timelines, etc.).
- Right to be informed of any free or low-cost legal and other relevant services available (i.e., expert on handicapping conditions that may be a witness at the hearing).
- Right to have the hearing conducted by a person not employed by a public agency involved in the education of your child or otherwise having any personal or professional interest in the hearing.
- Right to see a statement of the qualifications of the hearing officer.
- Right to be advised and accompanied at the hearing by counsel and to be accompanied by individuals with special knowledge or training in problems of the handicapped.
- Right to have your child present at the hearing.
- Right to have the hearing open to the public.
- Right to present evidence and confront, cross-examine, and compel the attendance of witnesses.
- Right to prohibit the introduction of any evidence at the hearing that has not been disclosed at least five (5) days before the hearing.
- Right to have a record of the hearing.
- Right to obtain written findings of act and a written decision within forty-five (45) days after the initial request for the hearing.
- Right to appeal for a final administrative decision and receive that decision within (30) thirty days of the filing of the appeal.

- Right to have a hearing and an appeal set at a time reasonably convenient to you.
- Right to bring a civil action in the circuit court.
- Right to have your child remain in their present educational placement during the administrative proceeding unless the parent/guardian and district agree otherwise.
- A request for a due process hearing should state the reasons that the hearing is being requested. The request should be sent to your district superintendent.
- Right to seek to recover reasonable attorney's fees if you prevail in hearing or court action.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Employee Code of Professional Conduct Policy

This Employee Code of Professional Conduct Policy ("Professional Conduct Policy") is effective as of July 1, 2022 and is in compliance with and made pursuant to Section 22-85.5 of the *Illinois School Code* ("Faith's Law"), as applicable for Illinois nonpublic therapeutic day schools.

The Cove School prioritizes the health and safety of its students and staff. The success of students in school relies on safe learning environments and healthy relationships with school personnel. As such, The Cove School believes it is imperative that staff maintain a professional relationship with students at all times and that staff-student boundaries are defined and adhered to in order to protect students from sexual misconduct by staff and staff from the appearance of impropriety.

The Cove School employees are expected to maintain high professional standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others.

The Illinois State Board of Education's (ISBE) Code of Ethics for Illinois Educators is incorporated into this Professional Conduct Policy and is included below.

Employee conduct including, but not limited to, the following may result in disciplinary action up to and including dismissal from employment.

- Sexual harassment of a student by an employee;
- The willful or negligent failure of an employee to report an instance of suspected child abuse or neglect as required by the *Abused and Neglected Child Reporting Act* (325 ILCS 5/1 et seq.);
- An employee's engagement in "grooming" as defined in 720 ILCS 5/11-25 or grooming behaviors;

- An employee's violation of boundaries for appropriate school employee-student conduct
- An employee's engagement in "sexual misconduct" as defined in 105 ILCS 5/22-85.5 (defined below); and
- A violation of this Employee Code of Professional Conduct Policy, any employee conduct standard stated herein, including those standards of the Code of Ethics for Illinois Educators, or the failure to report a violation of these standards.

Due to our population of students, employees are expected to recognize and consider the age and developmental and functional level of each individual student the employee serves at the Cove School at all times. All employees are expected to maintain a professional relationship with students and uphold appropriate boundaries at all times by complying with the following guidelines and standards at a minimum:

1) Comply with the following Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education:

- ***Principle 1: Responsibility to Students.*** The Illinois educator is committed to creating, promoting, and implementing a learning environment that is accessible to each student, enables students to achieve the highest academic potential, and maximizes their ability to succeed in academic and employment settings as a responsible member of society. Illinois educators:
 - Embody the Standards for the School Service Personnel Certificate (23 Ill. Adm. Code 23), the Illinois Professional Teaching Standards (23 Ill. Adm. Code 24), and Standards for Administrative Certification (23 Ill. Adm. Code 29), as applicable to the educator, in the learning environment;
 - Respect the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect and equal opportunity for each student, regardless of race, color, national origin, sex, sexual orientation, disability, religion, language or socioeconomic status;
 - Maintain a professional relationship with students at all times;
 - Provide a curriculum based on high expectations for each student that addresses individual differences through the design, implementation, and adaptation of effective instruction; and
 - Foster in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.
- ***Principle 2: Responsibility to Self.*** The Illinois Educator is committed to establishing high professional standards for their practice and striving to meet these standards through their performance. Illinois Educators:
 - Assume responsibility and accountability for their performance and continually strive to demonstrate proficiency and currency in both content knowledge and professional practice;
 - Develop and implement personal and professional goals with attention to professional standards through a process of self-assessment and professional development;
 - Represent their professional credentials and qualifications accurately; and
 - Demonstrate a high level of professional judgment.

- **Principle 3: Responsibility to Colleagues and the Profession.** The Illinois Educator is committed to collaborating with school and district colleagues and other professionals in the interest of student learning. Illinois Educators:
 - Collaborate with colleagues in the local school and district to meet local and state educational standards;
 - Work together to create a respectful, professional and supportive school climate that allows all educators to maintain their individual professional integrity;
 - Seek out and engage in activities that contribute to the ongoing development of the profession;
 - Promote participation in educational decision-making processes;
 - Encourage promising candidates to enter the education profession; and
 - Support the preparation, induction, mentoring and professional development of educators.

 - **Principle 4: Responsibility to Parents, Families and Communities.** The Illinois Educator will collaborate, build trust, and respect confidentiality with parents, families, and communities to create effective instruction and learning environments for each student. Illinois Educators:
 - Aspire to understand and respect the values and traditions of the diversity represented in the community and in their learning environments;
 - Encourage and advocate for fair and equal educational opportunities for each student;
 - Develop and maintain professional relationships with parents, families, and communities;
 - Promote collaboration and support student learning through regular and meaningful communication with parents, families, and communities; and
 - Cooperate with community agencies that provide resources and services to enhance the learning environment.

 - **Principle 5. Responsibility to the Illinois State Board of Education.** Illinois educators are committed to compliance with the School Code [105 ILCS 5] and its implementing regulations, and to State and federal laws and regulations relevant to their profession. Illinois educators:
 - Provide accurate communication to the Illinois State Board of Education concerning all educator licensure matters;
 - Maintain appropriate educator licensure for employment; and
 - Comply with State and federal laws and regulations.
- 2) Employees are prohibited from engaging in *grooming* behaviors and *sexual misconduct*, which under this policy, and pursuant to Section 22-85.5 of the *Illinois School Code*, is defined as (a) any act, including, but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (b) by an employee or agent of the school with direct contact with a student, (c) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to, any of the following:
- A sexual or romantic invitation;
 - Dating or soliciting a date;
 - Engaging in sexualized or romantic dialogue;
 - Making sexually suggestive comments that are directed toward or with a student;

- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature; or
 - A sexual, indecent, romantic, or erotic contact with the student.
- 3) Employees are not permitted to transport students in the employee's privately owned vehicles. All transportation of students to and from the school is pursuant to the student's transportation plan (or IEP) and any changes need to be approved by the Executive Director, or their designee, and will be made in consultation with the Parent/Guardian.
 - 4) Employees are not permitted to take or possess a photo or video of a student on their private devices. Student pictures for school sponsored activities or related media are permitted; however, staff members are not to utilize their personal devices for this purpose and any photography or videography for school-related matters is only permitted to occur upon approval of the Executive Director, or their designee.
 - 5) Employees are not permitted to meet with a student or contact a student outside the employee's professional role. Employees are expected to avoid crossing a line that results in an actual or perceived inappropriate relationship.
 - 6) Employees are prohibited from engaging in communication in any form on any subject matter that would be deemed unprofessional and inappropriate between an employee and student. Employees are also strictly prohibited from engaging in communication with students through personal platforms, *i.e.*, personal e-mail addresses, social media, text message, web applications.
 - 7) All employees are mandated reporters and required to comply with all reporting requirements of the *Abused and Neglected Child Reporting Act* (325 ILCS 5/). Employees are also required to report any sexual harassment or sexual abuse under this policy to the Executive Director, Dean, unit Principal, Clinical Director or their designees.
 - 8) All employees are required to complete training related to educator ethics, child abuse and mandated reporting, grooming behaviors, and boundary violations consistent with Section 22-85.5 of the *Illinois School Code* and this Employee Professional Code of Conduct Policy.

A violation of this Employee Code of Professional Conduct Policy may subject an employee to disciplinary action up to and including dismissal from employment. Failure to report a violation of this Employee Code of Professional Conduct Policy may subject an employee to disciplinary action up to and including dismissal from employment.

Electronic Communication With Students Policy

Cove recognizes that today's students are deeply engaged in electronic forms of communication for their daily interactions with friends, family and their larger social networks. As educators, we too have turned to email, websites, blogs, text messaging, and use of social media websites such as Twitter, Facebook, Snapchat, and others to communicate with similar groups. Whereas these forms of communications are dynamic, mobile, and quickly reach their audience through technologies that have become an integral part of our online lives, they may, in many circumstances, not meet the public and

professional standards for communicating with students that we set for ourselves here at Cove.

Students and parents should not expect teachers and staff to share personal phone numbers or email addresses or to respond to requests to network on social media sites.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the School's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following:

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing • Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional

- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Executive Director, Unit Principal, a school social worker, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts and private schools throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations. The Cove School contracts with educational technology vendors

and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes. The Cove School and the vendors comply with Illinois laws and regulations pertaining to student data privacy and confidentiality, including the Illinois School Student Records Act (ISSRA), Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA), Student Online Personal Protection Act (SOPPA), Identify Protection Act (IPA), Personal Information Protection Act (PIPA), and Local Records Act (LRA).

Depending upon the particular educational technology being used, The Cove School may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information
- Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:
 - Instruction in the classroom or at home (including remote learning) o Administrative activities
 - Collaboration between students, school personnel, and/or parents/guardians
 - Other activities that are for the use and benefit of the school district

The Cove School prioritizes the privacy and security of our students' personally identifiable information. The Cove School has not and will not sell, rent, lease or trade a student's covered information. Further, students' covered information will be collected only for K-12 school purposes and not further processed in a manner that is incompatible with those purposes. Additionally, students' covered information will be

adequate, relevant, and limited to what is necessary in relation to the K-12 school purposes for which it is processed

If you have any questions or concerns about your student's information being shared or if there is an error in the information we have on record, please contact The Cove School's Technology Coordinator.