

# MILLIGAN ACADEMY

Regional Safe School Program



## STUDENT HANDBOOK 2019-2020

Jill Reedy, Assistant Regional Superintendent  
Brian Plummer, Director  
Crystal Whetstone, Assistant Director

PHONE NUMBER ..... (217) 362-3085  
FAX NUMBER ..... (217) 424-3074  
EMAIL ..... milliganacademy@gmail.com

The STUDENT HANDBOOK is provided to inform students and parents of the current rules, policies, procedures, and regulations of the Macon-Piatt Regional Office of Education Milligan Academy. The provisions of this handbook are **not** to be considered as irrevocable, contractual commitments between the school and the student. All students will be given equal opportunity to develop to their fullest potential mentally, physically, socially, and emotionally.

## **MISSION STATEMENT**

**Milligan Academy is an alternative education program designed to provide the structure, instruction, social skills training and career planning necessary for at-risk students to successfully earn a high school diploma.**

## **VISION STATEMENT**

As an integral part of the education continuum, Milligan Academy strives to prepare students for responsible citizenship, employment and educational opportunities following graduation.

### **SUCCESSFUL RETURN TO HOME SCHOOL**

- Students are referred to the safe school program with a recommended length of stay.
- Milligan Academy makes the **final** determination for a student's successful return to his home school.
- Specific criteria for return to district for each student is determined by their Individual Optional Education Plan. This plan must be signed by the student, parent, homeroom teacher and director.
- The criteria consist of the following:
  1. Requirements of the IOEP have been met.
  2. Reach Level 1 on the Student Level System

### **RESPONSIBILITIES OF THE STUDENT**

1. Attend school daily.
2. Complete assigned school work.
3. Speak respectfully to peers and adults.
4. Respond respectfully to staff requests.
5. Follow school/classroom rules.

## PARENTAL INVOLVEMENT

When establishing this program for at-risk students, parent involvement was considered a critical component.

Research has demonstrated that students with involved parents are more likely to:

- Earn higher grades and test scores
- Pass their classes, earn credits, and be promoted
- Attend school regularly
- Have better social skills and demonstrate good behavior
- Graduate and go onto further education

To this end, Milligan Academy has the following requirements for parents:

- Attendance at the Orientation Conference.
- Participation in other scheduled conferences.
- Provide updated address, phone number and emergency number for their student.

## ATTENDANCE POLICY

Students are expected to be present every day unless there is an appropriate reason for being absent. The school is required to report a student to the Regional Office of Education upon the fifth, tenth, and eighteenth unexcused absence.

School attendance is based upon instructional minutes. State guidelines mandate the following requirements:

- 300 minutes or more = 1 credited day
- 299 minutes to 150 minutes = ½ credited day
- 149 minutes or less = zero credit

### **Examples of absences excused with administrative approval:**

1. Verified doctor or dental appointment. A written appointment report with time of appointment and departure from the doctor's office must be presented to be excused
2. Funeral of a member of the **immediate** family (mother, father, sibling, grandparent). The student may be asked to verify the absence.
3. Student illness reported by parent/guardian (not another family member or friend) by phone on the day of the illness or verified in writing by a doctor. After two consecutive absences reported by a parent due to illness, a note from a physician will be required for excusal.

4. Court appearances, **if verified** by the proper authority. A note must come back to school with the student from the court clerk verifying the time the student arrived for court and the time the student left the court.

**Examples of unexcused absences are**

1. Skipping school.
2. Returning to school without a note or without prior notification of absence.
3. Shopping.
4. Family vacation.
5. Any other reason not included in excused absences.

**ABSENCE PROCEDURE**

1. **PARENTS OR LEGAL GUARDIANS (not brother, sister, aunt, uncle, or grandparent) MUST CALL THE SCHOOL NO LATER THAN 8:45 A.M. ON THE DAY OF THE ABSENCE.** If a call is not possible, the student must bring a note upon his return to school. If a student is absent more than one day, a phone call is required each day. An answering machine is provided for calls pertaining to attendance. The parent is to identify himself and the student. The parent should state the student's name and the reason for the absence. The school will attempt to contact a parent/guardian at home or work if a call is not received.
2. Every attempt must be made to make all appointments after school. If a student is absent due to a medical or dental appointment or has visited a doctor while ill, the student **must** return with a doctor's excuse. If he has been absent for any other appointment, the student must return with **written verification** of the appointment from the person in charge on the appropriate letterhead.
3. Anticipated absences should be reported to the office **prior** to the absence.

**Student should strive for improvement in attendance to reach their IOEP goals.**

**PARENT/TEACHER CONFERENCES**

Teachers schedule conferences with parents throughout the school year. If a parent wishes to schedule a conference or meeting, please contact the school or send a note with your child.

## ARRIVAL AND DISMISSAL

1. **SCHOOL DAY:** Students should arrive no earlier than 7:45 a.m. for check in. Students are to proceed directly to their homeroom, be seated and remain quiet until directed to do otherwise. School begins promptly at 8:00 a.m. Students must be in their seats at that time. School is dismissed at 1:45 p.m. Students are to leave school grounds immediately unless they are being supervised by Milligan Academy staff.
2. **CLOSED CAMPUS:** Milligan Academy operates under a closed campus policy. Closed campus includes before, during, and after school.
3. **EARLY DISMISSAL:** Under no circumstances may a student leave school unless a note from the parent, legal guardian, doctor, other medical personnel, or law enforcement officer is received by the office at the time he is leaving school. Parents must notify the school in **writing** of transportation arrangements. The person picking up the student must report to the office for sign out. A parent must also sign the student out in the office.
4. **TRANSPORTATION:** County schools provide transportation for their students. County students are expected to use this means of transportation. Any student choosing not to use the home school transportation, on any given day, is expected to contact the bus service concerning the change. If the student does not ride in the morning, the bus will not pick him up from school in the afternoon, unless the parent has made proper arrangements. The Decatur school district provides tokens for its students to use the Decatur transit system. Decatur students are expected to use the bus line which brings them to the transit center closest to 7:55. Should any parent decide to provide transportation for his own child, the parent must bring the student to school no earlier than 7:45 in the morning and must pick the child up no later than 2:05 in the afternoon. Unless parents are providing the transportation themselves, the student is expected to use the transportation provided by the home school district. Students may not ride with people other than their parents. Students are not allowed to drive their own vehicles without prior approval from the Director. Students with permission to drive must provide make, model, and license plate number for their vehicle. Students are allowed to park in the adjacent lot off of Cerro Gordo and Water street. NOT on CERRO GORDO street or in the attached parking lots.
5. **ARRIVALS:** *All students must come directly to the lobby upon arrival at school and into the school, once the doors are opened.*

6. **CHECK-IN:** The only items students should bring to school if necessary are a lunch and house keys. All other personal items such as money, cellphones, cosmetics etc. are not permitted in the classrooms and will be placed in a clear zip lock bag to be returned at the end of the day. All items brought in at the student's own risk. Students bringing their lunches will place them in the provided receptacle. To maintain a safe environment, students are subject to a search of their person upon entering the building including coats, pockets, and shoes. Metal detectors are used during check in.
7. **BICYCLES:** Should students choose to ride their bicycles to school, they do so at their own risk. **Bicycles must be left outside.** We do not provide a bicycle rack.

### **CHECKS**

All checks should be made payable to: Milligan Academy. Please be sure to include the student's name on the check.

Any check that is returned for any reason will be assessed the bank fee of \$50 per attempt to deposit the check. (Our bank runs a check through twice before returning it.) This means that there will be a \$100 charge for each returned check. A check that was written for \$25 that is returned will cost the parent \$125. Once one check has been returned, it is the policy of the business office to not accept another check from the writer/parent. Any returned check that the program is unable to collect on, will be turned over to a collection agency.

### **DISCIPLINE – DISCIPLINARY ACTIONS**

Disciplinary actions are consequences assigned to students for the disruption of the school environment during and immediately before or after school hours, as well as, on or off school grounds at a school activity. Disturbances occurring off school grounds may receive consequences at school if deemed related to school activity or actions. Any infraction at the closing of the school year which would warrant discipline will be carried to the next school year. Disciplinary actions include:

**DETENTION** A detention may be assigned to a student if a verbal reprimand does not appropriately address the seriousness of the disruption.

**IN-SCHOOL SUSPENSION (ISS).** Students may be placed in ISS for a variety of reasons. During ISS, students will be assigned a seat/location. ISS expectations include:

1. Complete all work assigned by classroom and ISS supervisors. Assignments will be graded.
2. Remain seated.
3. Sleeping is not allowed.
4. Students will continue to earn points on their daily point sheet.
5. Students will remain in ISS until they successfully serve the time assigned.
6. After 3 consecutive days in ISS, the student's parent is required to participate in a conference regarding resolution of the issues surrounding ISS.
7. Parents will be contacted by phone each day their student spends in ISS.

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension may be assigned to stress that serious infractions will not be tolerated. **Parents must participate in a re-entry conference by phone or in person.** Students returning to school following an out-of-school suspension will serve a minimum of one day in ISS.

### **RETURN TO HOME DISTRICT**

Following repeated disciplinary actions, a conference will be held to determine continued enrollment at Milligan Academy.

## **SPECIFIC DISCIPLINARY SITUATIONS**

### **ASSAULT ON A SCHOOL EMPLOYEE**

Offenders are subject to suspension, dismissal to their home district and/or prosecution.

### **OFFICE REFERRALS**

An **office referral** from a class will result in a minimum of a parent contact by the teacher. Additional disciplinary measures may be assigned by the administration and may include ISS, restitution or out-of-school suspensions

### **DAMAGING OR DEFACING SCHOOL PROPERTY**

Any student found defacing or destroying school property, including textbooks, will be held financially responsible for damage and will be required to correct the damage. Further disciplinary action, including prosecution for severe infractions will be determined by administration.

### **DRUGS, ALCOHOL, AND CONTROLLED SUBSTANCES**

All drugs and drug paraphernalia are prohibited. A student may not possess, use, transmit, or be under the influence of any drug, inhalant, look-alikes, alcohol, including nonalcoholic beer or controlled substance on school grounds or at a school activity. **Any infraction of this rule may result in disciplinary action.**

**Law enforcement will be notified as appropriate.** A student may be dismissed from the program for being in possession of drugs or paraphernalia on school property.

All prescription medicines will be distributed through the office. The prescription must be in its original prescription bottle and the parent must complete the proper paper work for the prescription to be given at school.

Students may be subject to searches for controlled substances.

In cooperation with law enforcement agencies, trained dogs may be brought into the building to aid search efforts.

## **FIGHTING**

Physical actions that may result in injury to self or others will result in disciplinary action up to and including dismissal from the program. Law enforcement will be notified as appropriate.

## **HARASSMENT (Sexual harassment and/or Bullying)**

**Verbal, physical, sexual, and electronic harassment** are contradictory to the educational process. Harassment should be reported to the teacher, director, or counselor using the appropriate form. Appropriate disciplinary action will be taken. The Regional Superintendent of Schools will be notified of each occurrence. Repeated offenses may result in removal from the program.

Please see the Appendix for the formal process.

## **SEARCH AND SEIZURE**

Students and their properties may be subject to routine searches. Contraband will be seized. Law enforcement will be notified as appropriate.

## **STEALING**

Stealing will result in appropriate disciplinary action as determined by administration. Law enforcement will be notified as appropriate.

## **TARDINESS**

Students arriving after 8:15 will be recorded as tardy. Oversleeping, car trouble, or a missed bus is not a valid reason for arriving late. Repeated late arrivals will result in appropriate disciplinary action as determined by administration

## **TOBACCO ON SCHOOL PROPERTY**

Macon County ordinance makes it illegal for any person under the age of 21 to purchase **and/or** possess tobacco **and/or** tobacco related products. These products include, but are not limited to the following: cigarettes, electronic cigarettes, cigars, vape, paraphernalia, smokeless tobacco, tobacco packaging,

pipes, lighters, or matches. Violating this ordinance may result in the student being referred to the Macon County Sheriff's Department. All items will be confiscated and destroyed. There will be no exceptions.

## **WEAPONS OR DANGEROUS INSTRUMENTS**

Students may not possess, handle, or transmit any object that can be considered or used as a weapon, including pocketknives and firecrackers. These are strictly prohibited and will result in disciplinary action which may include dismissal from the program. Law enforcement will be notified as appropriate.

## **GENERAL POLICIES**

### **HALLWAY**

- No student will be in the hallway unless under direct supervision of a staff member.
- Bathroom breaks will be scheduled at appropriate times for the students.
- Students placed in the hallway at the teacher's discretion shall remain in an assigned seat, completing required work, until return to class has been determined.

### **ILLNESS**

- Before sending a student home ill, he/she must be observably ill and/or have a fever.
- If not observably ill, the student will remain at school.
- The student will be allowed to lie down but will be expected to return to the classroom within what staff determines to be a reasonable time. Parents will be notified.
- Before a student returns to school after an absence due to illness, he/she must be free of fever, without the use of medication to keep the fever down for 24 hours.
- **Do not send a student to school that is observably ill or has a fever.**
- For an illness of longer than two days, or repeated non-consecutive absences, a doctor's note is required for the absence to be excused.
- Head lice are a condition that is contagious.
  - Students with active infestations will be sent home until treated with lice and nits removed. Please bring the packaging of the lice removal treatment for confirmation.
  - The student should be treated and returned to school within two (2) days.

### **PRESCRIBED MEDICATION**

- Students are only allowed to take prescription medicine at school if the student has a chronic illness or must take a prescription medication **a minimum of three times a day.**

- The appropriate form must be completed **by the parent prior** to the office allowing any medication to be taken.
  - This must be done at the beginning of each year for those who take medication all year.
  - Others may complete the form on an as need basis.
  - The parent must come in and complete the form.
- All prescription medication must be turned in to the office by the **PARENT** or **GAURDIAN** in the original prescription bottle immediately upon entering the building.
    - **No over the counter** medicines, eye drops, or eardrops will be given by the school staff nor allowed within the school building.
  - Any medicines not claimed at the end of the school year will be discarded.
  - Students are not allowed to have any over the counter drugs in their possession at school including aspirin, Midol, or any other such pain reliever.
    - **EXCEPTION:** Asthmatics are expected to carry their inhalers with them.

### **PROGRESS REPORTS AND REPORT CARDS**

- Grades will be sent home 3 times each quarter. Roughly the 11<sup>th</sup>, 22<sup>nd</sup>, and 33<sup>rd</sup> day of each quarter (each quarter is roughly 44 or 45 days long).
- Report cards will be issued at the end of each quarter to the parents at Student/Parent Conferences for the 1<sup>st</sup> and 3<sup>rd</sup> quarters.
- Report cards will be mailed home at the end of the 2<sup>nd</sup> quarter and may be picked up on the last day of school for the 4<sup>th</sup> quarter.

### **PHYSICAL ESCORT OF STUDENTS**

Milligan Academy staff members may use physical escort if a student is non-compliant and presents a danger to self, others or property. This escort shall include, but not be limited to, redirecting a student by taking the student's elbow, arm, or shoulder to escort them to another area.

### **TELEPHONE CALLS**

- **School phones are not for public use. Student use of the phone will be at administrative discretion and supervised by an adult.**
- A student receiving a telephone call will not be called from class unless the call is deemed an emergency. A staff member will verify the emergency and the name of the caller.

### **VISITORS**

- Parents are encouraged to visit at any time. We ask that you check in with the office when you arrive. **NO STUDENT VISITORS WILL BE ALLOWED.**
- All other visitors must check in with the office prior to entering a classroom.

- No student will open the door to allow anyone into the building including regularly scheduled visitors such as probation officers or food service. Only staff members may admit visitors.

### **UNAUTHORIZED ITEMS**

**Students should not to bring personal items to school. Cell phones will be checked at the door and secured during the day.**

- The school provides all educational materials including pens, pencils, paper, and notebooks.
- Students needing keys to get into their homes after school may bring their house key to be checked at the door with cell phones. The key will be available to the students after school.
- Milligan Academy is not responsible for lost or stolen items.

## DRESS CODE

### **Pants**

- Tan pants, or knee-length tan shorts–
- **NO, athletic pants, yoga pants, leggings (denim or knit).**
  - must be worn at the natural waist line with no view of undergarments
  - the hems should not drag on the ground.
  - pants should be buttoned and zipped
- Denim jeans free of rips, tears, or holes.

### **Tops**

- Black shirts or sweatshirts with no writing or design. Brand logos are acceptable.

### **Headwear**

- No hats, caps, hoods, bandanas or sunglasses will be worn in the classroom.

### **Shoes**

- Students must wear appropriate shoes.
- Shoes designed for laces must be laced and tied.
- No flip flops or house slippers

### **Gang affiliation.**

- No student on or around school property or involved in any school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other items which may be construed as evidence of gang membership or affiliation. This includes any jacket, coat, or hat worn to school.
- The staff reserves the right to determine if clothing or other decorations may be construed as gang-related.

**The staff reserves the right to determine whether an article of clothing or other items are appropriate to be worn at school.**

## Next Step Planning

Proactive social skills, conflict resolution and career exploration will be a part of every student's school day. Each student is expected to participate fully with each component of the training, sharing in the discussion, becoming involved in role playing, completing all assignments, and remaining respectful to all people present.

## COMPUTER USE POLICY

Milligan Academy includes the extensive use of technology within its school setting. Electronic tampering, inappropriate conduct, and vandalism are unacceptable.

Each student will also receive a log-in name and password to be granted access to his computer. He must not share that information with any other student. Whatever is on the history of the computer at the time that he/she was logged in, that student shall be held responsible for anything that was on the computer.

Should any problems occur on the computer to which a student is assigned, those students (and their parents) assigned to that computer shall be held liable for any expenses incurred correcting the situation. Students must report any concern or problem immediately to the staff member supervising him in the lab. The staff member shall check the computer and note the problem.

The following will not be tolerated and consequences, including suspension, revocation of computer access privileges, and/or return to the student's home school may be implemented:

1. Internet Misuse. All use of the school's connection to the Internet must be in support of education and/or research and be in furtherance of the school's stated goal. All rules for behavior and communications apply when using the Internet. Each student and his parent(s)/guardian(s) must sign Milligan Academy's Authorization for Internet Access as a condition for using the school's Internet connection. "Internet" includes all information accessed by Internet sites, e-mail, on-line services, and bulletin board systems. Electronic communications and downloaded material may be monitored or read by school staff. Misuse will result in the loss of computer privileges.
2. No student is to access Facebook, or any similar website, nor are students to visit any site not necessary for a classroom assignment. No student is to set up neither an email account nor check email accounts, nor send unauthorized emails from the school's computers.
3. **Should any cyber-bullying occur, computer use at school will be terminated, whether the bullying occurred on a school computer or elsewhere. Harassing other students in any form, especially via the internet, shall not be tolerated.**

Milligan Academy is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the school will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Please refer to the computer use form provided at registration for other area of concerns.

**Milligan Academy reserves the right to preview and remove  
all material passing through or stored on its computer networks including  
e-mail, Snapchat, Facebook, Twitter, or any other form of on-line messaging.**

## **CURRICULUM**

### **COMPUTER CLASSES**

Milligan Academy subscribes to E2020, an online curriculum. Some math classes at the high school level may be taught using E2020. Some students who need to recover credits are also given the opportunity to do so with online classes they will complete on their own time, outside of school.

Timelines are set up for the students to complete their work online. This timeline must be kept, or the student will receive no credit for the class.

### **COMMUNITY SERVICE**

Milligan Academy involves the students in various service activities, beginning in their classrooms and moving through service to their community.

Community Service includes, but is not limited to:

1. Responsibility for keeping their classroom clean through daily vacuuming, cleaning of desks and chairs, straightening up the classroom, and any other activity assigned by the classroom teacher.
2. The opportunity to work with local agencies including, but not limited to Good Samaritan Inn, Project Read, Salvation Army, Love at First Sight, Scovill Zoo, Homeward Bound, as well as picking up litter in the school's neighborhood, near-by park, and local conservation areas.

### **FIELD TRIPS**

**FIELD TRIPS** are classified in two categories: curriculum-related and curriculum-enrichment.

**Curriculum-related:** All students will attend curriculum-related field trips. These are trips that will be integrated within the classroom studies. Students will be required to complete a project after attending the field trip to demonstrate their understanding of the material being presented and its relationship to classroom studies. These trips include, but are not limited to career fairs, fine arts presentations, and other trips organized by the classroom teacher

**Curriculum-enrichment:** Only students on Levels 1 and 2 are eligible for curriculum enrichment field trips. These are trips that, while educational, do not necessarily relate to materials presently being studied in the classroom. Such trips include, but are not limited to, the Trust Course at Rock Springs, the Pumpkin Patch, and the end-of-the-year day-long trip.

## **GRADING**

Milligan uses the following scale for computing grades:

**A = 100 – 90**

**B = 89 – 80**

**C = 79 – 70**

**D = 69 – 60**

**Any percentage lower than a 60% is considered failing.**

- ***For a junior high student to be promoted to the next grade, he must pass all his classes.***
- ***All high school students must earn the required credits for graduation.***
- ***The U.S. Constitution, the Illinois Constitution, and the Flag Test must all be passed for graduation from jr. high***
- ***The U.S. Constitution must be passed for graduation from Sr. high school.***

## **FEES**

Milligan Academy assesses a materials/lab fee. This fee helps cover the repair of computers, materials for projects, purchase and/or repair of textbooks, and repair or replacement of equipment in the school. It also covers classroom materials that the students consume each year: paper, notebooks, pens, pencils, glue, as well as our World of Work project. This fee is \$50 payable at registration.

**APPENDIX**

<b>IOEP .....</b>	<b>17</b>
<b>Bullying/Sexual Harassment Policy .....</b>	<b>18</b>
<b>FERPA Rights .....</b>	<b>21</b>
<b>Pest Control .....</b>	<b>22</b>

## What is an IOEP?

**IOEP** stands for Individual Optional Educational Plan. Each student enrolled in a Regional Safe School Program throughout the State of Illinois is required to have an IOEP.

Since each student arrives at Milligan Academy for different reasons, this plan specifies what the program will include for individual students.

Recommended coursework for the current year is included in the IOEP. If a student has already passed a course that we are currently offering, independent study will be set up for credit and specified in the IOEP.

Specific requirements for all students are located on the flip side. These are both academic and behavioral goals that students are expected to meet while completing the program at Milligan Academy.

Goals for individual students are then included. These goals are based on the reason for referral to Milligan Academy as well as recommendations by their home schools for student needs.

Please note that to satisfactorily complete the program, a student must meet all of his goals. By satisfactorily completing the program, Milligan Academy is assuring the home school that this student will be able to return to his home school and perform well both academically and behaviorally.

If a student leaves the program without satisfactorily completing the program, Milligan Academy will not be an option for him should he once again need an alternative placement. If he left before the staff believed the student was ready, he chose not to use our services and his spot will be provided another student needing and wanting assistance.

A new IOEP will be written for each year a student attends Milligan Academy.

**Milligan Academy**  
Bullying/Sexual Harassment Policy  
**2019-2020**

Sexual harassment/bullying by any student in the program are prohibited. Any student who engages in sexual harassment/bullying will be disciplined.

Sexual harassment includes unwelcome touching, crude jokes or pictures of a sexual nature, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Bullying includes anything that is mean or hateful to another student, including but not limited to saying hurtful and unpleasant things, making fun, using mean and hurtful nicknames, overlooking and/or deliberately excluding a student, hitting, kicking, pushing, pulling hair, telling lies, spreading rumors, sending mean notes, and/or attempting to persuade others to dislike a student. "Roasting" is considered a form of bullying and it not acceptable. Saying something mean, hurtful, or unpleasant followed by "Just playing," is considered bullying and not acceptable. Neighborhood rumors and gossip will be left at home.

Bullying also extends to the internet. Should any student be found to have harassed another student via the computer, steps will be taken to correct it, the least of which will be removal from the use of the computers.

Students who believe they are victims of sexual harassment or bullying or have witnessed sexual harassment or bullying are encouraged to discuss the matter with a teacher, the counselor, or the director. After having spoken with a staff member, should it be determined harassment may have occurred; the student must complete a complaint form and turn it in to the director. An allegation that one student was sexually harassed by another student or by an adult shall be referred to the director. An allegation that one student was bullying another student shall be referred to the director. The Regional Superintendent of Schools shall be notified in writing of the incident should the complaint be founded.

Complaints will be kept confidential to the extent possible given the need for investigation. Students who make good faith complaints will not be disciplined. Any student knowingly making a false accusation regarding sexual harassment and/or bullying will be subject to disciplinary action, including but not limited to suspension and/or removal from the program.

**All students and their parents or legal guardian are required to sign a form stating that they are aware of this policy.**

## **Sexual Harassment and Bullying Process**

### **I. All students will be involved in a character education curriculum.**

- A. The curriculum shall be presented through classroom work.
- B. The topics of bullying and sexual harassment shall be covered within the curriculum.

### **II. Reporting of bullying or sexual harassment.**

- A. Any student believing that he has been abused shall speak with a staff member concerning the incident.
- B. Should the staff member and the student determine there is enough evidence for a complaint, the student shall complete and submit a written report to the director.

### **III. Investigation of the bullying or sexual harassment**

- A. The director shall investigate the report, interviewing all parties concerned.
- B. The privacy of everyone shall be maintained as much as possible.

### **IV. Should the accusation be founded, the following shall occur**

#### **A. First offense\***

1. The offending student shall make a written apology to the offended student. This letter must meet with the approval of the director.
2. The parents of both the students shall be notified of the incident.
3. The regional superintendent will be notified.
4. The offending student shall watch a video or read an article on harassment and write a report on the video or article. The report must meet with the approval of the director. The report will be kept on file.
5. The student's file will be flagged for subsequent instances.

#### **B. Second offense\***

1. Make a written apology to the student
2. Complete the appropriate video workshop or article at school
3. Make an oral report on the video or article to the school
4. Parents of both students will be notified
5. The regional superintendent shall be notified.
6. The offending student's parents will be required to attend a conference with the director, the counselor, and the student.

7. The student will begin meeting with the school counselor on a weekly basis until it is determined he understands the severity of the concern and will not likely offend again.
8. The file will be flagged a second time.

C. **Third offense\***

1. Make a written apology to the student
2. Complete the appropriate video workshop at school
3. Make an oral report on the video to the school
4. Parents of both students will be notified
5. The regional superintendent shall be notified.
6. The offending student's parents will be required to attend a conference with the director, the counselor, and the student.
7. The student shall be required – at his own expense – to receive a psychological evaluation, enroll in a class or counseling sessions outside of school, provide proof of attendance for that class, and provide the school with an evaluation by psychologist, therapist, or counselor stating the student understands the severity of the concern and will not likely offend again.
8. The file will be flagged a third time.

D. **Fourth offense** – the student will be released from the program.

**\*Depending on the severity of the incident, the student may be released immediately from the program.**

## Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

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

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

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parents or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **PEST CONTROL**

To keep the school clear of pests, it may be necessary to occasionally spray for insects using federally approved pesticides. Should we have the need to do this; parents have the right to be notified 24 hours in advance of the spraying if students will be in the building during the 24 hours following the treatment. If you wish to be notified of such a spraying, you are asked to place your request in writing so that we may so notify you. Thank you.

**Macon-Piatt Regional Office of Education #39**

**Milligan Academy  
Regional Safe School Program**



**300 E. Eldorado  
Decatur, IL 62523**

**This handbook belongs to \_\_\_\_\_**