

West40 Safe Schools Program

Student Handbook



415 West Lexington Street, Maywood, IL 60153- Office: 708-236-3250



We will meet you where you are
We will be what you need
We will walk further with you
We will stand strong with you



Dear Families:

Welcome to the West40 Regional Safe Schools Program/High Need Alternative Learning Opportunities Program.

The Safe School seeks to develop relationships with each student and family so together we can facilitate student success. This relationship between the program, student, and family will serve as the foundation to our success.

The curricular goals for each student will include social and emotional skill set development, academics driven by the common core, daily physical education, and service learning. The curriculum will be delivered through an organizational strategy that incorporates a variety of teaching techniques and interdisciplinary themes.

The Safe School network is eager to work with each student and family. We look forward to learning, growing, and getting to know each of you.

Welcome to our Safe School Family!

Sincerely,

West40 Regional Safe Schools Program/High Need Alternative Learning Opportunities Program Staff

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State of Illinois/West40 Regional Safe School Program

History of the West40 Regional Safe School Program

In 1996, an Illinois Alternative Education Work Group was established to advise the State of Illinois on how best to implement the Safe Schools Law (PA 89-383). The Work Group recommended a framework that ensured key characteristics would be present for all Illinois alternative education programs serving youth in the State of Illinois. Since that framework was suggested, thousands of students have received specialized services at over 120 Regional Safe School Programs in the State of Illinois.

Guidelines: The Illinois West40 Regional Safe School Program

A. Governance. Regional superintendents (except in Cook County), the Chicago Board of Education, and the executive directors of the three Intermediate Service Centers in Suburban Cook County in consultation with the district superintendents within their Educational Service Region (ESR) may establish the West40 Regional Safe Schools Program, an alternative school program for students within the ESR or a consortium of ESRs. Formal agreements between the regional offices, sending schools, local community service providers, and area businesses need to be established. The agreements clarify the roles and responsibilities of each provider. Operating procedures for administrative transfer, maintenance of student records, student transportation, special education services, career development, and private sector work experience should be maintained.

B. Student Eligibility. Student eligibility criteria are established by Regional Offices of Education (ROE) in conjunction with local school superintendents. Students must be currently enrolled in grades 6 through 12 and meet criteria such as:

- suspended at least twice for a period of 4-10 days for gross misconduct as defined by the West40 Regional Safe Schools Program.
- arrested by the police and/or remanded to juvenile or criminal courts for acts related to school activities.
- eligible for disciplinary reassignment pursuant to violation of school district "zero tolerance" policies.
- involved in misconduct that can be demonstrated as serious, repetitive and/or cumulative.
- previously remediated at least once by the local school district.
- youth returning from juvenile correction facilities.

C. Local Community Involvement. The regional superintendent should involve the community in the design, implementation, and evaluation of the West40 Regional Safe Schools Program. Community members include representatives of parents, businesses, the criminal justice system, social service agencies, or community groups that have a vested interest in the outcomes of the program.

D. Open Entry and Exit. The West40 Regional Safe Schools Program should be flexible in its ability to accommodate students who may enter and exit at any given point or time in the educational continuum. The West40 Regional Safe Schools Program should be able to take each student from where they are in core subjects to a higher level of mastery.

E. Equity. Policies and procedures should be applied equitably to all students.

F. Individualized Optional Education Plan and Positive Terminations. At the earliest time following the administrative transfer of a student, personnel from the transferring school and the West40 Regional Safe Schools Program must meet to develop an Alternative Education Plan (AEP) for the student. The student and the student's parent or guardian shall be invited to participate in the development of the AEP. (If an AEP has already been developed prior to the transfer, it shall continue to apply until modified. The AEP should be reviewed regularly and modified as necessary to assure student progress.) This AEP should include the learning and behavior objectives and activities that the student is to complete in order to meet educational and career goals stated in the AEP.

G. Rigorous Curriculum, Instruction, & Performance Assessment. A multidisciplinary curriculum must be designed to address the individualized needs of the students with special emphasis toward making the educational experience of each student meaningful and worthwhile. The curriculum should give special attention to innovative methods and technologies to engage students in purposeful learning and be part of a continuum of services. The West40 Regional Safe Schools Program curriculum may include, but is not limited to, the following characteristics:

- Clear goals and objectives.
- Follow State standards for academic excellence.
- Experiential, emphasizing connections between learning and work.
- Technology as part of instruction and vocational training.
- Credit-bearing.
- Occupational skills training.
- Foster self-esteem and positive self-image.
- Life skills and conflict resolution skills training.

H. Student/Teacher Ratios. To encourage innovation in program development, class size and student/teacher ratios are not prescribed. However, it is essential that West40 Regional Safe Schools Programs consider these factors as critical in recruiting quality personnel and a significant determinant of student and program outcomes.

I. Integrated Community Services Plan. The West40 Regional Safe Schools Program should draw upon human services available in the ESR and develop a plan that integrates these services with the educational component. Services could include but are not limited to: alcohol and drug rehabilitation, individual and family counseling, school physicals, mentoring, home visits, career counseling, child care, and youth ombudsman.

J. Staff Qualifications & Professional Development. The regional superintendents (ROES), the Chicago Board of Education in Cook County, and the executive directors of the three Intermediate Service Centers in Suburban Cook County should provide the personnel of the West40 Regional Safe Schools Program and, when appropriate, the personnel of participating school districts with staff development that will enable them to make educational decisions and placements that are in the best interest of the students in the West40 Regional Safe Schools Program and participating school districts. In particular, personnel should receive ongoing training in developing AEPs, creating appropriate learning environments, and educational technology.

Enrollment Procedures

Each school district within the West40 service area that serves young adolescents in the sixth-twelfth grades will have the opportunity to refer students to the West40 Regional Safe Schools. Although the referral process at each school may differ, the criterion for placement is quite specific.

Step 1 A school district refers a student.

Step 2 A meeting between the sending school personnel and the West40 Safe School Intake Team is held to discuss interventions and proper placement.

Step 3 If the West40 Safe School Intake Team determines that placement into the West40 Safe School Program is appropriate, a meeting will be held with the aforementioned parties as well as the student and family. Intake testing along with all necessary paperwork must be completed at this time.

Step 4 If the student and family accept the recommendation for placement and commit to the policies and procedures of the program, the student is accepted.

At this time an administrative transfer will allow the student to attend the West40 Safe School. This transfer will be pursuant to Section 5/2-3.13a of the Illinois School Code.

Records

A student is accepted to the West40 Safe School via an administrative transfer. At the time of the transfer, student records will be sent to the West40 Safe School-main office. There are two types of records: directory information and confidential records. Directory information can be given to any person or organization for non profit-making purposes when requested or submitted by the school to news media, unless the guardians of the student restrict the information, in writing, to the West40 Regional Safe School Director. Directory information typically includes:

Name, address, gender, grade, birth date, parent/guardian names and addresses, academic awards and honors, period of attendance at school.

Confidential records contain educational and behavioral information with restricted access based on the Family Educational Rights and Privacy Act (FERPA) and Illinois law. This information can be released only with the written consent of the parent/guardian or surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Students and parents have the right to review all educational records generated by the West40 Safe School, request amendments to these records, insert addenda of reasonable length to records, and obtain copies of such records. Copying cost may be charged to the requestor. If a review of records is desired, please contact a West40 Safe School Administrator, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

Upon a student's transfer out of the West40 Regional Safe Schools, the student's records will follow the student. Any remaining student information retained in the West40 Regional Safe School

Program files will be destroyed in accordance with Illinois Student Records Act, 105 ILCS 10/1. Illinois School Code clearly states that any temporary student files shall be held confidential and destroyed at the end of five years.

Attendance

The West40 Safe School requires daily attendance in order for the student to build on academic instruction, social interaction, and community building activities. Daily attendance is necessary and therefore required.

Reporting Absences - If a child is ill and cannot attend school, the **parent/legal guardian must report their child's absence by calling 708-236-3250 no later than 8:30 A.M. the day of the absence.** Student reporting is unacceptable. If the parent/legal guardian does not call school by 8:30 A.M., the student will be considered unexcused and emergency numbers will be called. If all attempts to locate the student fail, the local authorities will be called.

Absences are defined as excused and unexcused.

Excused absences include personal illness, death in immediate family, observance of religious holiday, and family emergency. Other excused absences must present a reasonable concern for student health, safety, or circumstances that are beyond control of the student or family.

Unexcused absences are absences that fail to meet the aforementioned standard.

Doctor/dentist appointments, vacations, and other family commitments should be scheduled so that daily school attendance is maintained. However, if a need arises for the child to miss school, then pre-approval is required.

Pre-approved absences include doctor/dentist appointments, court appearances, and religious observances. Such absences require written notification from a guardian to the West40 Safe School at least two days prior to the absence.

Missed Student Work During Absence

The work a student may miss due to an absence is the responsibility of the student. A student who is absent from school must make arrangements with each teacher to complete missing work and take all tests and quizzes. Excessive absences can result in the inability of a student to make up all work and will impact the final evaluation of student work and progress.

Repeated Absences

The West40 Safe School staff will pursue every opportunity to assure student's daily attendance. In order to assist in identifying the cause of excessive or unexcused absenteeism, the West40 Safe School may implement one or more of the following procedures:

- Meeting/interview with the student and their parent/guardian
- Conducting home visit(s)
- Coordination with relevant community resources
- Contacting student's employer

Repeated absences will result in a placement review meeting to determine whether the West40 Safe School is a proper placement for the student. Participants in this meeting may include the following: home school representative, parent/guardian, student, and West40 Safe School staff members. In addition, a truancy officer may be in attendance as well as a representative of the West40 Safe School counseling staff. Possible outcomes of this meeting include, but are not limited to, the following:

- Immediate consequence for unexcused absences
- Attendance contract
- Social service agency intervention
- Referral to West40 Truancy Program
- Referral to West40 Remote School, if appropriate
- Parent meetings
- Schedule revisions
- Sharing local resources for student counseling services
- Sharing local resources for family counseling services
- Pursuit of court proceedings in regard to truancy law
- Termination of placement at the West40 Safe School

The West40 Safe School recognizes the issue of daily school attendance as one of the most critical factors of determining student success. The staff will pursue a relationship with the student and the family that supports and encourages daily attendance. The school's responsibility is clearly to the student's attendance.

Inclement Weather

During inclement weather, families should call the administrative office to find out any information regarding closings at: (708) 236-3250.

Breakfast/Lunch Policy and Procedures

Student wellness, good nutrition and physical activity, shall be promoted in West40 Regional Safe Schools Programs' curriculum, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004. To review the school wellness policy in detail you may ask for a copy at the school office.

The Safe School participates in a provision of the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP). All enrolled students are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

Healthy balanced "sack" lunches are an acceptable alternative. An example of such a lunch would be a sandwich, single serving chips, and fruit.

Students may bring beverages from home for consumption during lunch and breakfast provided they meet the following criteria:

- They are in the factory sealed original container.
- Not in a glass bottle.

- **Not a beverage that is marketed as an energy drink**

Items such as large bags of chips are also not permissible for lunch. Microwave use is not available to students, yet food can be added to our warmers or refrigerated. Upon student arrival, any lunch items brought to school must be turned into the office.

Candy and gum are not permitted.

Curriculum

The curriculum offered at the West40 Safe School is designed to incorporate the Illinois Learning Standards/Common Core with the Regional Safe School Program guidelines. The Illinois Learning Standards/Common Core clearly outlines areas to be covered in grades six through eight. In addition to these standards, the West40 Regional Safe School guidelines call for instruction in social skills, work-based learning, and service learning. All of these areas will be covered in classes designed from best practice research, which includes the use of small class size, interdisciplinary curricula, and opportunities for experiential learning.

To supplement the core curriculum as outlined by the State of Illinois Learning Standards, students attending the West40 Safe School Program will have the benefit of social work professionals, experiential learning field trips, speakers, and technology integration.

Communication Policy

The West40 Safe School is committed to collaborating with students, families, and sending school personnel in order to support the common goal of student success. To facilitate this collaboration, personnel at the West40 Safe School will make a concerted effort to communicate regularly with all parties, extending and expecting commitment, respect and courtesy. If there is ever a time when a question arises, the parent/guardian should contact one of the administrators of the Safe School Program.

The staff welcomes the opportunity to participate with families in building the foundation of communication necessary for success.

Non-Discrimination Policy

The West40 Safe School complies with all applicable federal and state laws and regulations prohibiting discrimination including all applicable requirements of the U.S. Department of Education.

It is the policy of the West40 Safe School that no person on the basis of race, color, religion, national origin or ancestry, age, gender identity (including gender expression), economic or social condition, physical and/or mental disability, status as homeless, marital status, disability, or sexual orientation should be discriminated against, excluded from participation, denied benefits or otherwise be subjected to unlawful discrimination in any program.

Harassment/ Bullying Policy

The West40 Safe School complies with all applicable federal and state laws and regulations prohibiting harassment of any kind.

The West40 Safe School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. Harassment includes any action that creates a hostile, intimidating, or offensive learning environment. **The harassment of any individual, including other students or members of the staff, will not be tolerated.**

Conduct constituting harassment may take different forms including, but not limited to, the following:

- **Sexual Harassment** - can occur in many forms including, but not limited to, verbal, nonverbal, and inappropriate physical contact.

Examples include: suggestive comments, jokes of a sexual nature, insulting gestures, threatening or unwanted touching, slapping, whistling, or leering.

- **Gender/Ethnic/Religious/Disability/Sexual Orientation Harassment** - can occur in many forms including, but not limited to, verbal, nonverbal, and inappropriate physical contact.

Examples include: written or spoken comments, jokes, insults, placing of objects, hitting, hissing, or intimidation.

- **Bullying** - generally involves repeated and systematic harassment and attacks on others. It can be perpetrated by individuals or groups. It can take on many forms that include, but are not limited to, the following:
 - **Physical:** extorting, inappropriate gestures, pushing, kicking, hitting, pinching, slapping, punching, spitting and biting, defacing property, and any other form of physical violence
 - **Verbal:** name-calling, insults, put-downs, sarcasm, spreading rumors and gossip, false accusations, homophobic remarks, persistent teasing, and threats
 - **Psychological:** tormenting, threatening, intimidation, ridiculing, humiliation, exclusion from groups or activities
 - **Relational:** Excluding, isolating, ruining reputations, destroying friendships
 - **Racist:** racial taunts, graffiti
 - **Sexual:** unwanted physical contact, suggestive comments, voyeurism

Bullying can also be perpetrated via electronic devices and Social Media (Facebook, SnapChat, Twitter, etc.). Cyberbullying can occur in many forms including, but not limited to the following:

- Threatening phone calls, text messages and emails
- Rumor spreading
- Invasive picture posting
- Websites/pages designed to criticize, defame, threaten and/or harass.

How to Report Any Form of Discrimination/Harassment/Bullying

In order for the West40 Safe Schools to enforce the non-discrimination and harassment policies, infractions of the policy must be promptly reported to West40 Safe Schools personnel. **Any student who believes that they are the victim of any of the above actions or any other type of harassment or has observed such actions taken by another student or member of the school personnel should immediately contact a West40 Safe Schools Program Administrator.** Students will be asked to fill out the School's Complaint of Discrimination/Harassment/Bullying form that is available in the Principal's office.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint in good faith. However, disciplinary action will be taken against any person who makes a knowingly false complaint.

Violation of the Discrimination/Harassment/Bullying policies may result in a termination of student placement in the West40 Safe Schools Program.

Medication Procedures

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance their education. Only those medications which are necessary for the child to remain in school, and which must be given during school hours, shall be administered.

If a student should require medication during school hours, the following protocol must be followed:

1. If medication is to be taken by a student, the "School Medication Authorization Form" must be completed and kept on file at the West40 Safe School office. The form will be presented at the administrative transfer meeting to be completed and returned. This form must be updated with any change in prescription and resubmitted annually.
2. In addition to the "School Medication Authorization Form", all medicine that is to be administered by an employee at the West40 Safe School must follow specific regulations developed by the Illinois Department of Human Services and the State Board of Education.

All prescription medication must display the following:

- Student's name.
- Prescription number.
- Medication name and dosage.
- Administration directions.
- Date and refill.
- Licensed prescriber's name.
- Pharmacy name, address and phone number.
- Name or initials of pharmacist.

3. In addition to the "School Medication Authorization Form" signed by the licensed prescriber, a written request shall also be completed by the parent for medication to be given during school hours. This written request, (School Medication Parent Authorization form), will be presented at the administrative transfer meeting to be completed and returned.
4. All medication entering the West40 Safe School must be brought to the school office so that it may be secured. If a student needs to carry the medication, a written statement to that effect must be included on the "School Medication Authorization Form."
5. All medication must be administered by school personnel unless a physician has indicated that a student may self-administer medication. If this is the case, and the student's physician has indicated that they may self-administer medication, said medication must be secured by school office personnel and supervised self-administration must be arranged.
6. If a student needs to carry emergency medication, a physician needs to include this information on the "School Medication Authorization Form".
7. The parent/guardian must pick up all medication at the end of the student's placement period. If medication remains after the placement period is over or remains at the end of a school year it will be discarded.
8. A student does have the right to refuse medication. In such cases, school personnel will explain the importance of the medication. However, the student will retain the right to refuse medication. If the student does refuse medication, the parent/guardian will be notified.
9. Questions about the medication forms or policy should be directed to the main office of the West40 Safe School at 708-236-3250.

Over-the-counter medication must be brought in the original container with the ingredients listed and the child's name affixed to the container.

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, known or perceived citizenship or immigration status, known or perceived citizenship or immigration status of their parents, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

West40 prohibits its schools and programs from using policies or procedures or to engage in practices that have the effect of excluding a child from participation in or denying the benefits of any program or activity or have the effect of excluding participation of the child's parent or guardian from

parental engagement activities or programs based on the perceived or actual immigration status of the child or their parent or guardian.

West40 staff are prohibited from threatening to disclose or disclosing anything related to the perceived citizenship or immigration status of a child or a person associated with a child to any other person or entity or to an immigration or law enforcement agency if the school does not have direct knowledge of that person's actual citizenship or immigration status or from disclosing anything related to the actual citizenship or immigration status of a child or a person associated with the child to any other person or nongovernmental entity if the school has direct knowledge of that person's actual citizenship or immigration status.

Procedures for Agency and Police Interviews

Acting in loco parentis (in the place of a parent) ISC administrators and staff, when government agency and law enforcement authority requests occur at school, will respond as follows:

1. Initial Contact and Entry Protocol On West40 Property
 - Doorbell/Point of Entry: Should Law Enforcement (or anyone causing alarm) ring the doorbell, the staff member answering must state the following: "My Administrator has instructed me to have you wait outside, and they will come to meet you."
 - Immediate Notification: Staff must immediately notify the school's designated authorized person and the Executive Director's office.
2. Verification of Authority and Legal Documents
 - Review Process: The designated authorized person, potentially in consultation with school legal counsel, will meet the officials to review the request for entry.
 - Document Inspection: Authorized personnel must review all legal documents, including judicial warrants, nonjudicial warrants, and subpoenas, to ensure they are lawful and applicable before granting access to students or facilities.
 - Cooperation: While protecting student rights, staff will strive to foster a cooperative, lawful relationship with public agencies and law enforcement.
 - Minimizing Disruption: All interactions at the point of entry should be handled in a manner that minimizes potential disruption to the school day and recognizes the potential impact on the student body.
3. Protocols for Student Interviews
 - Student Rights and Privacy: All staff must recognize individual student rights and privacy during any interaction with law enforcement. If the Agency or Police officer(s) are admitted by the designated authorized person, the Agency or Police officer(s) should be taken to an office or conference room away from classrooms/students in general.
 - Immigration Enforcement: If access to a student is required by judicial warrant or subpoena for immigration enforcement purposes, staff must notify and seek consent from the student's parents/guardian (or the student if they are 18+ or emancipated) unless such notification is explicitly restricted by a judicial warrant or subpoena.

- Criminal Investigations (Students under 18): Before a student under 18 suspected of a criminal act is detained and questioned:
 - The Executive Director or designee must first determine with the Agency/Police Officer if the matter at hand dictates that the Officer see the student at school.
 - The Executive Director or designee must notify or attempt to notify the student's parent/guardian and document the time and manner of this attempt in writing.
 - Reasonable efforts must be made to ensure the parent/guardian is present. If they are not present, a school employee (such as a social worker, psychologist, nurse, or counselor) must be present during the questioning.
 - If practicable, efforts should be made to ensure a trained law enforcement officer is present to promote safe communications.
- 4. Monitoring and Documentation
 - Supervision: The Executive Director/Designee shall accompany any law enforcement agents at all times while they are on school premises.
 - Record Keeping: All interactions with law enforcement agents must be thoroughly documented, including the nature of the request, the personnel involved, and the outcome.
- 5. Family Support:
 - If the school receives information that a student's parent/guardian has been detained/deported while the student is in school, staff should follow the home district's student safety and reunification procedures and provide appropriate student support.
 - In the event that school staff are notified that a student's parent/guardian has been detained/deported and the student is no longer in the care of an adult, staff should follow emergency contact, reunification, and child safety protocols in accordance with the home district policy and state law.
 - In either case, the student's emergency contacts/authorized caregivers listed by the family should be contacted, and the student should remain supervised at school until they can be safely released to an authorized individual. If no identified emergency contact/caregiver can be identified or reached, contact DCFS or local authorities.
- 6. Staff Training and Special Circumstances
 - Embedded Staff: West40 staff embedded in non-West40 schools are directed to follow the established procedures of their assigned school.
 - Annual Review: These procedures will be included in all staff handbooks and reviewed annually.

Student Expectations

Respect and Commitment

Each student is expected to exhibit the following:

- Respect for self.
- Respect for each other.
- Respect for the cultural and linguistic diversity of the West40 Regional Safe School Program.
- Respect for the property of others.
- Respect for the property of the West40 Safe School.
- Respect the educational opportunity to achieve, learn, grow, and succeed.

Each student is expected to commit to the following:

- Commit to self.
- Commit to support the school community.
- Commit to support the diversity of the West40 Regional Safe School Program.

Student Dress Code and Appearance

- Student appearance should reflect respect for the educational environment and respect for self and others. It is the goal of the West40 Safe School to secure the safety of the student as well as provide an educational environment rich in opportunity for personal growth.
- Any choice concerning personal appearance that compromises the safety and integrity of the program or impedes the educational environment will be addressed on an individual basis. An example of such a choice could be the wearing of items that reflect gang involvement, weapons, drugs, overt sexuality, sagging pants, tobacco or alcohol use.

In order to secure the greatest degree of student safety and create a sense of community, the students attending the West40 Safe School will be required to wear student uniforms.

These uniforms will consist of:

- **Pants**
 - o Pants/joggers/sweatpants/shorts/skirts must ONLY be black, gray, or khaki in color. (no additional colors other than what is listed)

- o Pants/joggers/sweatpants/shorts/skirts must fit properly at the waist at all times; Sweatpants/joggers/athletic or mesh shorts are acceptable if necessary, but not preferred
- o Pants/joggers/sweatpants/shorts/skirts must have no rips, cuts, or holes.
- o Shorts may consist of jean, khaki or slacks material and must be at or just above the knee.
- o Solid black or brown belt may be worn, with small plain buckle if needed
- **Shirts**
 - o Shirt must be **solid** black, white, or gray shirt. If there are any logos on the uniform - they must be in uniform colors (black, white, tan, grey, brown).
 - o Sweatshirt must be black, white, or gray sweatshirt or sweater - **no hood or additional colors**, Sweatshirt/sweater may be worn **over** the shirt.
 - o "Shirts and blouses must be not see-through and must reach the waistband of the pants/skirt at all times. Necklines must not fall below the top of the underarm. Clothing should allow for a full range of motion without being overly restrictive or revealing."
- **Shoes**
 - o Shoes must be solid black, white, or gray or any combination of black, white, and gray shoes. "Gum" or "Icely blue" shoe bottoms/soles are acceptable if necessary, but not preferred.
 - o Athletic gym shoes or dress shoes only. No slides/flip-flops/"Croc-like" or any other open toe or backless footwear.
 - o Shoe strings must be black, white, or gray.
 - o Athletic shoes are required in PE class.
- **Hair**
 - o Hairstyles must project an image of safety to the school community. Due to the symbols and colors associated with gang representations, students may not have tail or shags.
 - o All hair accessories such as scrunchies, clips, bands, and barrettes must be solid black, white, gray or brown.
- **Other**
 - o Any and all tattoos potentially deemed unsafe, inappropriate, or threatening to the school learning environment and atmosphere must be covered before entering the school and remain covered. It is the responsibility of the student and family to cover tattoos.
 - o Watches and medical bracelets as well as single post earrings may be worn; one earring per ear.
 - o Religious medals may be worn under clothing.
 - o Jewelry such as non-religious necklaces, rings, bracelets, dangle earrings, body piercings, pins, and buttons are not permissible. *Religious exemptions can be made.

- o Students are not permitted to wear head apparel such as hats of any type, hoods on sweatshirts, doo rags, sunglasses. They may wear a beanie or winter hat on Generosity level. *Religious exemptions can be made.
- o Upon entering the building, students are required to remove all outdoor attire. All outdoor jackets/coats must be put away.

If a student fails to comply with the specified uniform requirement, action will be taken to ensure the community safety and integrity of the school environment. Such consequences could include a conversation with staff, loss of goal sheet points, a change of clothes/shoes provided by the office, confiscation of the item, and/or assessed fees for uniform items.

Lack of uniform and appearance policy compliance may also result in lack of privileges, in-school suspension, or other disciplinary action.

Dress Code and Appearance policies are pursuant to Illinois School Code Section 5/10-22.25b.

The West40 Safe School encourages dialogue and receives input on all student policies.

Many department stores carry school uniform merchandise and can prove helpful in making a selection; a list of merchants is available upon request. Any further questions should be directed to the West40 Safe School.

Confiscated Materials

School safety is paramount for learning to take place. In a constant effort to stay vigilant to safety issues, there are many items which prove distracting and dangerous to the school climate.

The West40 Safe School therefore must require these items be left at home and out of the school building. Such items might include, but are not limited to: money, jewelry, toys, and electronic devices or similar items.

If a student brings an unapproved item to school, that item will be confiscated. The item may be returned at the end of the day or a parent conference may be required.

In order to maintain the highest level of safety the West40 Regional Safe School may amend this list throughout the school year.

***The West40 Safe School Program
is not responsible for any items lost or stolen on school property.***

Service Learning

Pursuant to the West40 Safe School guidelines, students attending the West40 Safe School will complete service work as a component of their educational experience. Community service hours will be included in the student's school week. However, the hours worked into the schedule will merely reflect the minimum commitment of service. Students and families are encouraged to perform service work together for organizations of their choice outside the school day.

Transition

The goal of the West40 Safe School Program is to address the needs of each student and family so that each student can find educational success. Upon the realization of that success and at least one full semester of attendance at the West40 Regional Safe School Program; and taking into consideration the stipulations of the student's intake information and readiness, the student will transition to their home school or to the appropriate next educational step. This transition opportunity is the desired outcome for each student. Such a transition will require a team effort among the following:

- Student.
- Family.
- Transition coordinator at the sending school.
- Sending school administration and personnel.
- West40 Regional Safe School personnel, including but not limited to, the site director and social worker.

This team will work together to structure a positive, appropriate transition for each student.

Academic Integrity

As a community of learners we are dedicated to the development of the whole person. We believe that academic integrity is more than a set of rules; it is a commitment to the values of **Belonging, Mastery, Independence, and Generosity**. We prioritize the growth of a student's unique voice and authentic progress over the completion of a final product. Every credit earned at West40 must represent the genuine effort and understanding of the individual student.

Standards of Integrity

To honor the learning journey, all students are expected to uphold the following standards:

- **Authentic Voice:** Students shall submit work that is their own. The use of unauthorized shortcuts, including plagiarism, copying the work of peers, or the unapproved use of Artificial Intelligence (AI) to generate content, is a contradiction of the goal of **Mastery**.
- **Responsible Independence:** Students are responsible for managing their time and tools. Utilizing "cheat sites" or bypassing browser security to find answers undermines the student's own **Independence** and self-reliance.
- **Communal Trust:** Students practice **Generosity** by supporting their peers through explanation and encouragement, not by providing answers or completing work for others.

Restoration: Addressing Academic Shortcuts

We recognize that the learning process involves navigating challenges. When a student chooses an academic shortcut, West40 does not view this primarily as a cause for punishment, but as a signal that the **Circle of Courage** needs restoration.

In instances of academic dishonesty, the following **Restorative Process** will be initiated:

1. **Reflective Dialogue:** The student and instructor will meet to identify the root cause of the shortcut. This conversation focuses on whether the student felt a lack of confidence in their **Mastery** or faced obstacles in their **Independence** (such as time management or environmental distractions).
2. **Demonstrated Accountability:** To restore the trust of the community and honor their own education, the student will be required to complete an alternative assessment or redo the original assignment. This ensures that the final grade is an accurate reflection of actual learning.
3. **Pathways for Growth:** The student will collaborate with staff to identify one specific strategy to strengthen their foundation for future projects. This may include updated note-taking protocols, adjusted goal-setting, or increased teacher support to remove the pressure for future shortcuts.

Definitions

- **Plagiarism:** Presenting the ideas, words, or organized thoughts of another person or source as one's own.
- **AI Misuse:** Utilizing generative AI tools to create responses, essays, or code without explicit teacher permission or proper citation.
- **Collusion:** Providing one's own work to another student for the purpose of copying, or receiving such work from a peer.

Alternative Education Plan (AEP)

Upon admittance to the West40 Regional Safe School Program, an Alternative Education Plan (AEP) will be created for each student. The AEP will include their learning, behavioral objectives, and serve as the basis of goals from which instruction will be delivered to the student. In addition to the individualized instructional opportunities the AEP enables, it also allows the instructors at the West40 Regional Safe School to support the traditional grading system used by the home school.

The Alternative Education Plan is required by the West40 Safe School State Guidelines and can be reviewed in detail at the Illinois State Board of Education website

Computer/Technology Use

Student access to technology is a key to the success of the West40 Safe School Program. The use of technological equipment in the classroom requires an agreement between staff, student, and parent/guardian to assure respect for and use of technology for educational opportunities only.

The following guidelines must be followed at all times:

1. Acceptable Use

The purpose of technology use is to enhance educational opportunities. Any work, material, or activities that are not directly tied to an educational purpose are strictly prohibited. Examples include, but are not limited to, the following: use of obscene materials or language, downloading copyrighted material, using avenues of technology to threaten, or violating any U.S. or state law/regulation.

2. Security

The purpose of technology at the West40 Safe School is to enhance educational opportunity. Any efforts to damage or tamper with the security systems of the programs are strictly prohibited. Examples include, but are not limited to, the following: attempts to log on improperly, degrade the system, vandalize, or access systems not open to all students and staff.

There are criminal statutes within Illinois law that in some cases will dictate consequences beyond the West40 Safe School Program.

In cases of security, Illinois law will serve as the standard for legal consequence.

3. Equipment Use

The purpose of technology at the West40 Safe School is to enhance educational opportunity. Any equipment used is to be treated as school property. Any equipment damaged or missing may be charged to the student using the equipment. The replacement cost of damaged or missing equipment will be assessed as a student fine.

4. E-mail and Other Forms of Electronic Communication

E-mail is to be used to enhance the educational opportunities of the West40 Safe School. Therefore, E-mail, Instant Messaging, Chat rooms, and Student Blogs are not a private source of communication. Messages that fail to meet educational purposes are strictly prohibited.

5. AI usage

Students are encouraged to use Artificial Intelligence as a tool for brainstorming, organizing outlines, or refining their own research, but all final work submitted must be the student's own original thought and expression. Using AI to generate entire sentences, paragraphs, or full assignments to be passed off as original work is considered a violation of the Academic Integrity Policy. When AI is used to assist in the learning process, its use must be clearly disclosed and cited, as the unauthorized or unacknowledged use of these tools for the purpose of avoiding the cognitive work of an assignment is classified as cheating.

6. Privilege of Use

The use of the computer system and the technological opportunities it brings are not student rights, but an educational privilege. This privilege requires the commitment to follow the aforementioned expectations on a daily basis.

**If the aforementioned expectations cannot be managed,
the computer use privilege can be revoked.**

Each student and their parent/guardian will be required to sign an Acceptable Use Policy agreement upon transfer to the West40 Safe School. Violation of the Acceptable Use Policy will be grounds for suspension, expulsion, or other disciplinary actions.

Electronic Device Policy

1. General Requirement

Students are not permitted to carry or use personal electronic devices during the school day. This includes cell phones, wearable communication technology (such as smartwatches), and integrated capture devices (such as AI-enhanced glasses or any wearable with recording, camera, or transmission capabilities). Any such devices brought to campus must be powered off and collected by staff upon entry. Devices will be secured by staff and returned at dismissal.

2. Medical & Accessibility Exceptions

Exceptions to this policy will be granted for students who require a personal electronic device for documented medical or educational reasons, including:

- **Medical Monitoring:** Students who use a cell phone or device to monitor a medical condition as prescribed by a licensed physician and have a signed medical waiver on file with the school.
- **Legal Accommodations:** Students with a **Section 504 Plan** that specifically requires the use of a personal device for assistive technology.

Note: Students with medical exceptions must keep their device on their person or at the teacher's desk as outlined in their medical plan, but use remains restricted to health management only.

3. Professional & Internship Access

Students may have supervised access to their phones at a teacher's discretion for specific professional needs, such as:

- Applying for jobs or post-secondary education.
- Coordinating logistics for school-approved internships.

4. Emergency Communication

To maintain a safe and focused environment, students will not have access to personal devices during emergencies.

- **For Parents:** If a parent or guardian needs to reach their student during the school day for an emergency, they must **call the Main Office at (708) 236-3250**. School staff will ensure the student is contacted immediately.
- **For Students:** If a student needs to contact home for an emergency, the **office phone** is available for their use with staff permission.

Regional Safe School Expectations

School Safety

The safety of our students at the West40 Safe School is the greatest concern of the program. The provisions to ensure safety reflect the non-negotiable commitment of the program to create and maintain an environment of safety for all.

1. Upon arrival at the West40 Safe School facility, students will immediately enter the building. Students will not be allowed to exit the building without permission or to seek transportation on their own. (Parent permission required despite a student being 18 years of age.)
2. If a student leaves the facility without permission, an immediate search of the local area will be conducted, parents will be notified, and the police will be called.

Consequences for such an infraction of school policy could include termination of the student's placement in the West40 Regional Safe School Program.

3. All high school students, parents, and guests of the West40 Safe School will enter and exit the facility through the main entrance security doors labeled 1S. All Middle school students will enter through the security door labeled 10W. Parents and guests will be expected to sign in at the main office to gain entrance to the building. There will be times when identification is requested. Please understand if such a request is made it is in the interest of ensuring a safe school environment.
4. The West40 Safe School, as a public school, will be a drug-free, weapon-free, harassment-free and violence-free property. Any individual who fails to comply with this policy will be asked to leave the facility and can run the risk of legal action.

Consequences for such an infraction of school policy could include termination of the student's placement in the West40 Safe School.

5. The West40 Safe School provides breakfast and lunch to all students. **Due to this fact, no student should bring money to school.** Any student found violating this rule may be subject to disciplinary action including a possible search.
6. The West40 Safe School strictly prohibits students from carrying electronic devices and wireless phones during school hours.

School consequences for such an infraction of school policy could include confiscation of the item, a parent meeting, and termination of the student's placement in the West40 Safe School.

7. Students who are suspected of carrying drugs, weapons, or materials associated with these items can be subject to a supervised search. All searches conducted at the West40 Safe School will be in accordance with Illinois School Code suggestions for best practice. Ensuring

safety is the primary goal for any search conducted at the West40 Safe School Program; however, if as a result of a search illegal substances are found, such substances will warrant the involvement of the local law enforcement and can result in criminal prosecution.

Consequences for such an infraction of school policy could include termination of the student's placement in the West40 Safe School.

8. The West40 Regional Safe School Program reserves the right to continue to develop and refine policies that ensure the safety of students, staff and the school facility. The West40 Regional Safe School Program will engage in discussion with all members of the school community that may suggest further improvements to the current policies. Upon adoption of such additions, each parent would receive a written statement that requires a signature of notification.

Classroom and School Management

Educational research shows that in order to create a viable learning community, the school environment must be emotionally as well as physically safe. To that end, the West40 Regional Safe School Program has established a system of graduated goals, responsibilities, and steps, toward the desired learning community.

In the *Circle of Courage* there are four overarching values embodied in the model of positive youth development. **The central premise of this model is that a set of shared values must serve as the foundation for a community of learners.**

These shared values include belonging, mastery, independence, and generosity.

As a student contributes to the learning community, they may be given opportunities to earn privileges. **All privileges/level changes are given/taken at the discretion of the staff.** All level responsibilities must be completed before level advancement.



West40 Safe School Program Levels System
Level One - Belonging



The state of being comfortable and being accepted within our school community.

“You really belong when you act like you belong.”

Circle of Courage

At this level you will complete activities designed to introduce yourself to other students and staff.

Responsibilities:

1. Learn expectations for program, building, and classrooms
2. Follow expectations for program, building, and classrooms
3. Respond to staff requests and directions without delay and/or argument
4. Create and maintain a safe, clean and healthy school environment
5. Complete all assigned academic work to the best of your ability
6. Orientate yourself to goals listed on your goal sheet.
7. Complete your “Welcome Packet”
8. Successfully navigating daily challenges by reaching 85% (82 points) of your targeted goals on your goalsheet as you build toward full Mastery.
9. Carry your goalsheet with you at all times

Privileges:

1. Attendance at West40 Regional Safe School Program
2. ID card with student discount link on the back
3. Time to complete “Belonging Packet”

Requirements for the Opportunity to Move to Level Two - Mastery:

1. Earn a satisfactory rating of 85% (82 points) on your Level 1 - Belonging goals for 10 or more days
2. Complete “Welcome Packet”
3. Complete the level review process starting with your advisory teacher.
4. Create your own unique Belonging and Mastery goal

Consequences When a Student Does Not Consistently Maintain the Expectations for Level One - Belonging:

At the Belonging Level, falling short of expectations is viewed as an opportunity for growth rather than a reason for penalty. If a student struggles to maintain these standards, we will pause and engage in the Restorative Process. Together, we will identify the obstacles in your way, develop new strategies to overcome them, and work side-by-side to help you reclaim your success.

Level Two - Mastery

Students must develop social, intellectual, and academic competence to become capable and responsible citizens.



“A possession of the many, not the privileged few.”

Circle of Courage

At this level students begin to identify personal goals and make progress toward achieving these goals.

Responsibilities:

1. Follow expectations for program, building, and classrooms
2. Respond to staff requests and directions without delay and/or argument
3. Create and maintain a safe, clean and healthy school environment
4. Complete all assigned academic work to the best of the student's ability
5. Participate in all circles to the fullest extent possible.
6. Maintaining consistent growth and development
7. Orientate themselves to goals listed on their goal sheet.
8. Successfully navigating daily challenges by reaching 85% of your targeted goals as you build toward full Independence.
9. Carry your goalsheet with you at all times

Privileges:

1. “Belonging” privileges
2. West40 Shirt
3. Bluetooth headphones when appropriate
4. Free shoe Friday

Requirements for the Opportunity to Move to Level Three- Independence

1. Earn a satisfactory rating of 85% (82 points) daily at Level 2 - Mastery for 20 or more days
2. Complete the level review process starting with a core subject teacher.
3. Creation of Individualized Belonging, Mastery, and Independence goals.

Consequences When a Student Does Not Consistently Maintain the Expectations for Level Two - Mastery:

Occasional struggles are part of the journey, and we treat them as reflective moments rather than a reset. You will maintain your level, though some privileges may be temporarily paused until you meet expectations again. This ensures you have the direct support needed to solve obstacles without losing the ground you've already gained.

Level Three - Independence

Students must be secure, guided by caring adults, to develop positive autonomy, interdependence, and a belief that they have power over their world.



“Learning becomes the responsibility of the student.”

Circle of Courage

At this level students begin to take greater responsibility for charting and reflecting upon their goals and success.

Responsibilities:

1. Follow program, building, and classroom procedures
2. Respond to staff requests and directions without delay and/or argument
3. Create and maintain a safe, clean and healthy school environment
4. Complete all assigned academic work to the best of the student's ability
5. Participate in all circles to the fullest extent possible.
6. Maintaining consistent growth and development
7. Orientate themselves to goals listed on their goal sheet.
8. Support peers in achieving academic and social success
9. Complete self-evaluation of individualized goals on daily goal sheet
10. Achieve 90% daily success rate Level 3 - Independence point sheet
11. Carry your goalsheet with you at all times

Privileges:

1. “Belonging” privileges
2. “Mastery” privileges
3. Peer mentoring
4. Participation in decision making process
5. “Free shoe” Monday and Fridays
6. “Free uniform” Fridays

Requirements for the Opportunity to Move to Level Four - Generosity:

1. Earn a satisfactory rating of 90% (86 points) at Level 3 - Independence for 30 or more days
2. Complete the level review process starting with a Social Worker or Restorative interventionist.
3. Creation of Individualized Belonging, Mastery, independence, and Generosity goals.
4. Completion of a Generosity project approved by your advisor. (2 parts of choice board)

Consequences When a Student Does Not Consistently Maintain Expectations for Level Three:

This level honors the trust you've built. If that trust is challenged by repeated struggles, we'll step into a restorative coaching cycle. You maintain your rank, but your elite privileges will be temporarily suspended while we work on the specific areas needing attention. This ensures your foundation remains rock-solid as you continue your journey toward Level 4.

Level Four - Generosity

A positive learning environment is characterized by a supportive, caring climate making the social and academic experience meaningful.

“Self-esteem and self-worth are greatly increased by learning to help others.”



At this level students will demonstrate leadership skills toward building the learning community.

Responsibilities:

1. Exhibit leadership in modeling rules/procedures for program, building, and classroom
2. Exhibit leadership in modeling positive relationship with staff and peers
3. Create and maintain a safe, clean and healthy school environment
4. Complete all assigned academic work to the best of the student's ability
5. Demonstrate characteristics of a positive role model
6. Participate in all circles to the fullest extent possible.
7. Maintaining consistent growth and development
8. Orientate themselves to goals listed on their goal sheet.
9. Support peers in achieving academic and social success
10. Complete self-evaluation of individualized goals on daily goal sheet
11. Achieve 90% (86 points) daily success rate Level 4 - Independence point sheet
12. Carry your goalsheet with you at all times

Privileges:

1. “Belonging” privileges
2. “Mastery” privileges
3. “Independence” privileges
4. School Appropriate Sweatshirt/Hoodie (T, W, Th)
5. Free uniform pass (Monday and Friday)
6. Make your own West40 Shirt

Requirements for Achieving Circle of Courage Leadership

1. Earn an above average rating of 90% at Level 4 - Generosity for 50 or more days
2. Staff review/recommendation of Level 4 - Generosity performance
3. Obtain staff recommendation to advance to Circle of Courage Leader
4. Circle of Courage Leadership meeting with staff

Consequences When a Student Does Not Maintain the Expectations for Circle of Courage Leadership:

Level 4 is built on a foundation of ultimate trust. If that trust becomes inconsistent due to choices that you make, we'll help you get back on track. This isn't a demotion or a reset of your hard work; it's a temporary suspension of some of your privileges to allow for a focused reflection period. You will work with your advisor to identify what's shifted so you can quickly return to the full expression of your Level 4 leadership.

School Governance: West40 Intermediate Service Center #2

West40 has been a state leader in the Regional Safe School Programs since 1997.

More information can be found at: <https://www.west40.org/>

West40 Intermediate Service Center #2
415 Lexington Street
Maywood, IL 60153
(708) 449-4284

Executive Director of West40 Intermediate Service Center #2 – Dr. Mark Klaisner
Assistant Executive Directors of West40 Intermediate Service Center #2 – Dr. Jayme Tighe



West40 Regional Safe School Program Tip Line

The Tip Line (708-236-3250) can be accessed 24 hours a day by anyone who would like to anonymously inform the West40 Safe School staff of any pertinent issues of concern.

24 Hour Emergency Phone Numbers

National Runaway Safeline - This hotline is a referral service for youths in personal crisis.

[1-800-RUN-AWAY \(786-2929\)](tel:1800RUNAWAY)

Child Abuse Hotline-Illinois (Department of Child and Family Services)

[1-800-25ABUSE \(252-2873\)](tel:180025ABUSE)

Suicide and Crisis Lifeline

[988 call or text](tel:988)

Cocaine National Hotline

[1-800-COCAINE \(262-2463\)](tel:1800COCAINE)

National Youth Crisis Hotline

[1-800-HIT-HOME \(448-4663\)](tel:1800HITHOME)

National Child Abuse Hotline

[1-800-4ACHILD \(422-4453\)](tel:18004ACHILD)

Elder Abuse Hotline

[1-800-252-8966](tel:18002528966)

Between Friends

[1-800-603-HELP \(603-4357\)](tel:1800603HELP)

Al-Anon and Alateen - Oak Park, Illinois

[847-848-2707](tel:8478482707)

Alcohol Abuse and Crisis Intervention

[1-800-234-0246](tel:18002340246)

Alcohol and Drug Abuse Helpline and Treatment

[1-800-234-0420](tel:18002340420)

Alcoholics Anonymous en Espanol - Des Plaines, Illinois

[847-298-6251](tel:8472986251)

Alcoholics Anonymous Greater Chicagoland - Chicago, Illinois

[1-800-371-1475](tel:18003711475)

Narcotics Anonymous - 24 Hour Helpline (Oak Park, Illinois)

[708-848-4884](tel:7088484884)

Hopeline/Illinois - The Hopeline is a 24-hour assistance service for the homeless, and individuals experiencing dangerous personal challenges.

[847-228-3463](tel:8472283463)

Homelessness 24-hour Hotline

[1-800-654-8595](tel:18006548595)

Housing Crisis Hotline/Illinois

[847-866-7027](tel:8478667027)

Warm Line/Parenting Resource Network/Illinois

[847-675-3555](tel:8476753555)

Gang Hotline/Illinois

[312-746-GANG \(746-4264\)](tel:312746GANG)

Child Abuse Prevention Services (CAPS)

[312-427-1161](tel:3124271161) [HOTLINE . . . 312-3PARENT \(372-7368\)](tel:3123PARENT)

Rape/Sexual Assault Hotline

[312-744-8418](tel:3127448418)

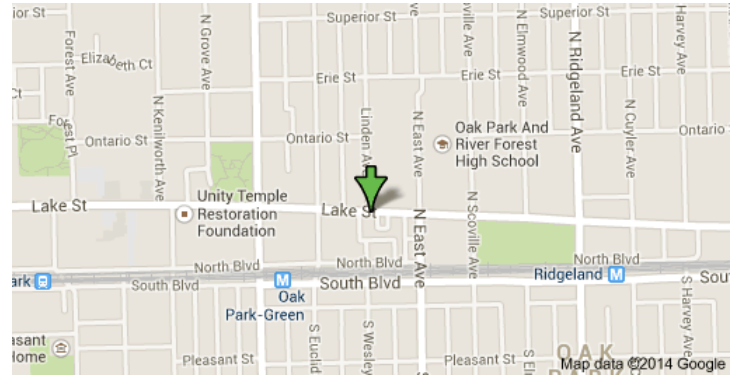
Other Resources:

Medical and Dental Care for ages 0-18

The Children's Clinic

sponsored by the
Oak Park River Forest Infant Welfare Society
is located at:

320 Lake Street
Oak Park, IL 60302
(708) 848-0528 phone
(708) 848-5855 fax
info@childrenscliniciws.org



All Kids Program (state supplemented health insurance)

1-866-ALL-KIDS (1-866-255-5437)

Assistance in accessing other resources and social services can be achieved by calling Safe School Social Work Staff.

- Nancy Molhman 708-269-9427
- Jessica Janeteas 224-775-4517

Parent and Student Support and Commitment

The staff and administration of the West40 Regional Safe School want to thank you for your support of and commitment to these policies.

Parent/guardian agreement:

I, _____, the parent/guardian of _____ have carefully read and understand the information found in the Student Handbook. I agree to support the rules, regulations and policies contained in the handbook. I will abide by decisions made in the best interests of my student by the administration and staff of the West40 Regional Safe School Program.

Date: _____

Address: _____

Home Telephone number () _____ () _____

Work Telephone number () _____ () _____

Cellular phone number () _____ () _____

Student agreement:

I, _____, have carefully read and understand the information found in the Student Handbook. I agree to follow the rules, regulations, and policies contained in the handbook. I will abide by decisions made in my best interest by the administration and staff of the West40 Regional Safe School Program.