



**RAAC**  
**REGIONAL ALTERNATIVE ATTENDANCE CENTER**  
**SALT**  
**STUDENTS ALL LEARNING TOGETHER**

# **STUDENT HANDBOOK**

## I-KAN Schools

School Office Phone: 815-933-4918

School Office Hours: 7:30 AM - 3:00 PM

Staff Hours: 7:45 AM - 2:45 PM

RAAC Student Hours: 9:00 AM - 1:30 PM

SALT AM Student Hours: 8:00 AM - 11:00 AM

SALT PM Student Hours: 11:30 AM - 2:30 PM

# STUDENT HANDBOOK | 2025-2026

**Dear Parents and Students,**

Welcome to I-KAN Schools. We are pleased to have the opportunity to support your educational journey. Our schools include two distinct programs—the **Regional Alternative Attendance Center (RAAC)** and **Students All Learning Together (SALT)**—that work together with a shared mission: to empower students through strong relationships, individualized support, and trauma-informed practices.

We believe that every student deserves a learning environment that is respectful, safe, and responsive to their unique experiences. A successful I-KAN student is someone who treats others with kindness, takes care of their mental and physical well-being, and works toward positive, personal goals.

This handbook outlines our policies and expectations, which are designed to support a consistent and supportive environment. While it may not address every situation, we encourage you to contact our staff whenever questions or concerns arise. Communication is key, and we are here to help.

If you need to address a concern, you may choose to speak directly with the teacher, counselor, or administrator involved. Alternatively, you are welcome to contact the I-KAN Schools Main Office to speak with either the Principal or the Director of Student Services. We aim to handle all concerns promptly and respectfully.

When student behavior does not align with our expectations, we emphasize accountability through restorative practices. These approaches give students the opportunity to reflect, understand the impact of their actions, and work to repair harm. However, we want to be clear that physical aggression and threatening behavior will not be tolerated. In serious cases, a student may be considered for placement in one of our Remote Learning Options to maintain the safety and well-being of the school community.

We proudly serve students from multiple school districts, each with its own academic and graduation requirements. Our team works closely with home districts to align instruction with these requirements. Every student will receive a personalized learning plan that addresses their academic goals as well as social-emotional and behavioral support needs.

Please take time to review this document with your student. In particular, we ask that you read through the **Internet Acceptable Use Policy** and the **Student Code of Conduct**, which are included in the handbook.

We are excited to begin this school year and look forward to partnering with you to create a positive and successful experience for your student.

Warm regards,

**Dr. Candace Wells**  
Principal

# STUDENT HANDBOOK | 2025-2026

DISCLAIMER.....	5
RAAC MISSION STATEMENT.....	5
SALT MISSION STATEMENT.....	5
COMPLIANCE WITH TITLE IX.....	5
ENROLLMENT PROCEDURES.....	5
RESPONSIBILITIES AT I-KAN SCHOOL.....	6
STUDENT RESPONSIBILITIES.....	6
FAMILY RESPONSIBILITIES.....	6
I-KAN SCHOOLS RESPONSIBILITIES.....	6
I-KAN GUIDELINES FOR SUCCESS.....	7
ACADEMIC SUCCESS.....	7
BEHAVIORAL SUCCESS.....	7
GENERAL INFORMATION.....	7
INSTRUCTIONAL PROGRAM AND CURRICULUM.....	7
GRADUATION.....	8
PARTICIPATION IN GRADUATION CEREMONIES.....	8
GRADING AND ACADEMIC REPORTING.....	9
PROGRESS MONITORING AND REPORTING.....	9
APEX ONLINE CURRICULUM REQUIREMENTS.....	9
COURSE TYPES AND GRADING FORMATS.....	9
ACADEMIC INTEGRITY.....	10
STANDARDIZED TESTING.....	10
EXTRACURRICULAR ATHLETICS, CLUBS, AND ORGANIZATIONS.....	10
ATTENDANCE POLICY.....	10
STUDENT ABSENCES.....	11
EXCUSED ABSENCES.....	11
DOCTOR'S NOTE REQUIREMENTS.....	11
MENTAL HEALTH DAYS.....	11
VISITORS.....	12
SCHOOL SUPPLIES.....	12
ELECTRONIC DEVICES AND CELLULAR PHONES.....	12
INTERNET ACCEPTABLE USE POLICY/COMPUTER USE.....	13
ADDRESS/PHONE CHANGES.....	13
PARENT-TEACHER CONFERENCES.....	13
FIELD TRIPS.....	13
STUDENT INJURY, ILLNESS, OR SAFETY CONCERN.....	14
SCHOOL ACCIDENTS AND INSURANCE.....	14
PHYSICAL EXAMS AND IMMUNIZATIONS.....	14
STUDENT MEDICATION.....	14
SELF-ADMINISTRATION OF MEDICATION.....	14
COMMUNICABLE DISEASES.....	15
COUNSELING, SOCIAL WORK SERVICES, AND STUDENT SUPPORT PERSONNEL.....	15
SMOKING AND SUBSTANCE USE.....	15
TRANSPORTATION.....	16
SCHOOL PICK-UP/DROP-OFF ZONES AND HANDICAPPED PARKING.....	16
STUDENT RECORDS.....	16
REQUESTS FROM MILITARY RECRUITERS OR INSTITUTIONS OF HIGHER LEARNING.....	16
EMERGENCY PREPAREDNESS AND SAFETY DRILLS.....	17

# STUDENT HANDBOOK | 2025-2026

BREAKS DURING THE SCHOOL DAY.....	17
SCHOOL CANCELLATION AND EMERGENCY CLOSURES.....	17
REMOTE LEARNING OPTIONS.....	17
PLACEMENT DETERMINATION.....	18
PERSONAL APPEARANCE AND HYGIENE.....	18
DRESS CODE.....	18
VIDEO AND AUDIO MONITORING SYSTEMS.....	19
ACCOMMODATING INDIVIDUALS WITH DISABILITIES.....	19
ACCOMMODATING BREASTFEEDING STUDENTS.....	19
BEHAVIOR EXPECTATIONS.....	19
DISCIPLINARY MEASURES AND STUDENT BEHAVIOR RESPONSES.....	20
BEHAVIORS THAT MAY WARRANT IMMEDIATE OR SEVERE DISCIPLINARY ACTION INCLUDE:.....	21
PROHIBITED STUDENT CONDUCT.....	21
CORPORAL PUNISHMENT.....	24
THREATS TO SCHOOL SAFETY.....	24
WEAPONS PROHIBITION.....	25
GANG & GANG ACTIVITY PROHIBITED.....	25
SUSPENSION AND LOSS OF PRIVILEGES.....	25
RE-ENGAGEMENT OF RETURNING STUDENTS.....	26
REFERRAL TO HOME DISTRICT.....	26
SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS.....	26
SEARCH AND SEIZURE.....	26
SEIZURE OF PROPERTY.....	27
REASONABLE SUSPICION.....	27
ACCESS TO STUDENT SOCIAL MEDIA PASSWORDS & WEBSITES.....	27
PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT.....	27
SEXUAL HARASSMENT PROHIBITED.....	28
TEEN DATING VIOLENCE POLICY.....	29
MAKING A COMPLAINT.....	29
NONDISCRIMINATION COORDINATOR.....	29
COMPLAINTS/GRIEVANCE PROCEDURE.....	29
MISCELLANEOUS.....	30
PESTICIDE APPLICATION NOTICE.....	30
SEX OFFENDER COMMUNITY NOTIFICATION.....	30
INTERNET – ACCEPTABLE USE POLICY.....	30

# STUDENT HANDBOOK | 2025-2026

## DISCLAIMER

This handbook contains the most current information available at the time of publication; however, it is subject to change without prior notice. It is not intended to be an exhaustive guide for every possible circumstance. Situations not explicitly addressed within this document will be governed by applicable State statutes, the Illinois School Code, or Administrative Policy. When necessary, school administration and staff may exercise discretion to make decisions not specified herein, with the goal of maintaining a safe and effective learning environment. All such decisions will be made in the best interest of the student body.

## RAAC MISSION STATEMENT

The I-KAN Regional Alternative Attendance Center (RAAC) provides a non-traditional educational setting designed to support at-risk youth in realizing their full potential. This program offers a structured and supportive learning environment for students in grades six through twelve. Educational needs are addressed through engaging instruction in core subject areas, individualized and small group teaching strategies, and the removal of students from environments that may provoke conflict. The program also emphasizes training in conflict resolution, the development of self-esteem, and the acquisition of essential social skills. Additionally, it incorporates a well-integrated thematic curriculum, technology-enhanced instruction, and a service-learning component.

## SALT MISSION STATEMENT

The SALT Program, administered by the I-KAN Regional Office of Education, offers a non-traditional educational setting to support at-risk youth in achieving their full potential. The program's mission is to provide a safe and supportive environment that fosters lifelong learning. SALT aims to meet the academic, social, emotional, and physical needs of each student, equipping them with the tools necessary for academic success and preparing them to become contributing members of society.

## COMPLIANCE WITH TITLE IX

In accordance with Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964, it is the policy of I-KAN Schools to prohibit discrimination on the basis of race, sex, national origin, disability, or religion in all educational programs, activities, and employment practices.

## ENROLLMENT PROCEDURES

School districts within the I-KAN Region 32 (serving Iroquois and Kankakee Counties) may refer students to the I-KAN School. The referral and enrollment process includes the following four (4) steps:

1. The student's home school initiates a referral to the I-KAN School.
2. I-KAN staff, in collaboration with representatives from the referring school, review the referral to determine if placement at the I-KAN School is appropriate based on the student's needs.

# STUDENT HANDBOOK | 2025-2026

3. An intake meeting is scheduled with I-KAN staff, the student, and the student's parent or guardian. During this meeting, intake forms are completed and program expectations, policies, and procedures are reviewed and discussed.
4. If the student and family agree to the placement and commit to the expectations of the I-KAN School, the student is formally accepted into the program. A mutually agreed-upon start date is then established for the student to begin attendance.

## RESPONSIBILITIES AT I-KAN SCHOOL

### STUDENT RESPONSIBILITIES

1. Set personal goals to support consistent attendance and academic progress.
2. Communicate openly with I-KAN staff about any needs or concerns.
3. Strive for continuous improvement in academic performance and engage in learning opportunities.
4. Actively participate in career development activities and explore potential career pathways.
5. Engage in practices that promote physical well-being and self-care.
6. Take proactive steps to support mental health and emotional well-being.
7. Understand and adhere to school rules and expectations to maintain a positive learning environment.
8. Commit to a lifestyle free from substance use, including drugs and alcohol.

### FAMILY RESPONSIBILITIES

1. Maintain regular communication with I-KAN staff through phone, email, or the Talking Points platform.
2. Collaborate with I-KAN staff to share and address your child's needs and concerns.
3. Encourage and support your child in achieving consistent attendance and academic progress.
4. Prioritize and promote the physical and emotional well-being of your child.
5. Foster respect for staff, school policies, the law, and the rights of others in the school community.

### I-KAN SCHOOLS RESPONSIBILITIES

1. Foster a safe, supportive, and healthy learning environment for all students.
2. Provide comprehensive systems and resources to support the physical and mental well-being of students.
3. Understand the needs of students and families, and offer appropriate resources and assistance.
4. Support student learning and encourage consistent attendance.
5. Monitor and share relevant data on student attendance and academic progress to keep all parties informed.
6. Assist students in setting and achieving personal attendance and academic goals.
7. Guide students in the development of a thoughtful and actionable postsecondary plan.
8. Maintain open communication with students, families, and home districts regarding attendance, academic progress, and any needed support.

# STUDENT HANDBOOK | 2025-2026

## I-KAN GUIDELINES FOR SUCCESS

### ACADEMIC SUCCESS

At I-KAN Schools, we believe that academic success is a collaborative effort between students, families, and staff. Students and families are encouraged to maintain open, ongoing communication with I-KAN staff regarding academic progress. This partnership ensures that students receive the support they need to succeed. Students are expected to strive for excellence in their academic endeavors, setting goals and working diligently to achieve the highest level of performance possible. Regular check-ins with staff will help track progress and address any challenges that may arise, fostering a culture of continuous improvement and academic growth.

### BEHAVIORAL SUCCESS

At I-KAN Schools, we understand that behavior plays a critical role in a student's ability to thrive both socially and academically. Our approach focuses on helping students develop self-awareness and self-regulation skills, allowing them to monitor their behavior effectively in various settings. Students work closely with teachers and staff to identify behaviors that may disrupt their learning or the learning of others. Together, we develop strategies for replacement behaviors that are more conducive to a positive and productive school experience. This process encourages personal growth, accountability, and the development of social and emotional skills that will benefit students in all areas of life.

### SELF-REGULATION AND SELF-CARE

We recognize the profound impact that mental and emotional well-being has on a student's ability to succeed. One of the most effective tools for managing stress and anxiety is self-regulation. To support students in developing these crucial skills, I-KAN Schools integrate social-emotional learning (SEL) into our daily routine. As part of this instruction, students are introduced to breathing exercises and other anti-anxiety techniques designed to help them manage stress and emotions in real-time. These techniques are simple yet powerful tools that students can use both in and out of school to reduce anxiety, regain focus, and improve overall well-being. Our goal is to equip students with lifelong coping strategies that foster emotional resilience, mental health, and success in all aspects of their lives.

## GENERAL INFORMATION

### INSTRUCTIONAL PROGRAM AND CURRICULUM

Students enrolled in I-KAN School programs—including both the SALT and RAAC programs—participate in a blended learning model that combines online coursework with in-person instruction. The primary online curriculum used is Apex Learning, which offers a wide range of courses aligned with Illinois Learning Standards. Apex allows students to work at their own pace while receiving individualized academic support from staff.

In addition to online coursework, in-person instruction is provided for **Work-Based Life Skills courses and Social-Emotional Learning (SEL) English courses**. These classes are designed to enhance real-world readiness and emotional intelligence by helping students develop critical life, workplace, and communication skills. Instruction in these areas is interactive, hands-on, and responsive to student needs.

# STUDENT HANDBOOK | 2025-2026

The curriculum at each I-KAN School site is carefully structured to meet the diverse needs of students who may be at risk of academic failure, dropping out, or not meeting high school graduation requirements. Our trauma-informed approach ensures that students receive the necessary academic, behavioral, and emotional support to re-engage with learning and experience success.

All coursework completed through I-KAN programs is recognized by each student's home district and is applied toward high school graduation or grade-level promotion requirements.

## GRADUATION

The primary academic goal of I-KAN School programs—including both SALT and RAAC—is to support students in meeting the requirements necessary to earn a high school diploma. Students enrolled in I-KAN Schools remain under the academic jurisdiction of their home school district, and as such, the official diploma is awarded by the student's home district upon successful completion of their graduation requirements.

Once a student has completed the coursework and credits required for graduation, an I-KAN administrator will formally notify the student, their family, and the home district. I-KAN Schools do not have the sole authority to confer diplomas, but we work closely with each student's home district to verify credit completion and ensure compliance with district-specific graduation criteria.

It is important to note that graduation requirements may vary from district to district. While I-KAN staff are committed to guiding students through this process and advocating on their behalf, students and families are ultimately responsible for understanding and meeting their home district's graduation requirements. We encourage regular communication with both I-KAN staff and the home district to ensure that students stay informed and on track.

## PARTICIPATION IN GRADUATION CEREMONIES

Home districts maintain full discretion over whether students may participate in their official graduation ceremonies and related senior activities. Some students may not be permitted to participate in these events due to local policies, disciplinary history, or other circumstances determined by their home district.

In recognition of every student's hard work, growth, and achievement, I-KAN Schools proudly host an annual formal commencement ceremony for all students who have met the graduation requirements verified and certified by their home district. This ceremony serves as a meaningful and dignified celebration of the accomplishments of our graduates.

All eligible students are invited to participate in the I-KAN Commencement Ceremony, regardless of their eligibility to participate in their home district's ceremony. This opportunity allows students and families to celebrate this important milestone in a supportive, inclusive environment that honors each individual's journey.

Please note that I-KAN Schools reserve the right to limit a student's participation in the I-KAN graduation ceremony due to significant disciplinary concerns. Such decisions are made with care and consideration to ensure the safety and integrity of the event for all participants.

# STUDENT HANDBOOK | 2025-2026

## GRADING AND ACADEMIC REPORTING

I-KAN School Programs maintain a rigorous and supportive academic structure to ensure that students stay on track for promotion and graduation. Students complete a combination of online and in-person coursework, with grades and progress monitored continuously by I-KAN instructional staff. Final grades and earned credits are reported to each student's home district, where they are recorded on the official academic transcript.

As students demonstrate progress and successfully complete courses, I-KAN communicates all relevant information directly to the home district. This ensures full recognition of coursework and credit toward meeting graduation or promotion requirements.

## PROGRESS MONITORING AND REPORTING

Students and families receive formal report cards at the end of each semester reflecting academic progress, completed courses, and performance while enrolled at I-KAN. Given the individualized nature of our programs, additional communication is provided throughout the semester through:

- Talking Points
- Phone calls and email updates
- Progress check-ins and family meetings, as needed
- These consistent updates help keep students and families informed and engaged in the academic process.

## APEX ONLINE CURRICULUM REQUIREMENTS

For students using Apex Learning, a structured and mastery-based online platform, I-KAN Schools maintain a high academic standard. Students must achieve a minimum score of 70% on all Apex quizzes and assessments in order to progress through the course content. This requirement ensures mastery of subject matter and supports long-term academic success. If a student scores below 70%, staff will provide support, review instruction, and offer opportunities for reassessment to help the student reach proficiency.

## COURSE TYPES AND GRADING FORMATS

While most courses follow a traditional percentage-based grading system, certain classes—particularly those focused on Life-Skills or Social-Emotional Learning (SEL)—may be evaluated on a Pass/Fail basis. This format allows students to focus on skill development, participation, and personal growth without the added pressure of numeric grades.

# STUDENT HANDBOOK | 2025-2026

## ACADEMIC INTEGRITY

Academic honesty is a fundamental expectation at I-KAN Schools. Students are expected to complete all assignments with integrity and to uphold standards of responsible behavior in both online and in-person learning environments. Any instance of academic dishonesty, including plagiarism, cheating, or inappropriate use of online resources, may result in:

- A failing grade on the assignment or in the course
- Loss of credit
- Possible removal from the I-KAN School Program

All incidents will be reviewed thoroughly and handled in collaboration with the student's home district, with an emphasis on fairness and accountability.

## STANDARDIZED TESTING

Participation in standardized testing is a required component of the educational program at I-KAN Schools. These assessments provide valuable data to support academic planning and measure progress toward state and district standards.

- SALT students will participate in standardized testing at their home school, according to the timeline and procedures established by their home district.
- RAAC students will complete all required testing on-site at the I-KAN School building.

Students are encouraged to approach testing with honesty and effort. To perform at their best, students should get adequate rest, arrive on time, and take each assessment seriously. Staff are available to support students who may experience test-related stress or anxiety.

## EXTRACURRICULAR ATHLETICS, CLUBS, AND ORGANIZATIONS

Eligibility for participation in extracurricular activities such as athletics, clubs, and organizations is determined by the student's home school district. Participation in these activities is a privilege and subject to the policies and Code of Conduct established by the home district.

- Students and families are responsible for coordinating participation directly with the home district.
- All activities are subject to the guidelines outlined in Public Act 98-669, which governs student conduct and eligibility.

I-KAN staff are available to assist families in communicating with home districts when needed.

## ATTENDANCE POLICY

Consistent school attendance is critical to academic progress and student success. Students enrolled in I-KAN Schools are expected to attend regularly and on time.

- If a student will be absent, the parent or guardian must notify the main office either in advance or within one hour of the school's start time via phone call or written note.
- Documented absences (such as illness, medical appointments, or family emergencies) are reviewed in accordance with I-KAN and home district policies.

# STUDENT HANDBOOK | 2025-2026

## **SALT STUDENTS**

Students enrolled in the SALT program must maintain a minimum 80% attendance rate. Falling below this threshold may result in a referral back to the student's home district, as attendance is considered essential to remaining in the program.

I-KAN staff will work with students and families to address barriers to attendance through supportive and restorative strategies whenever possible.

## **STUDENT ABSENCES**

Consistent attendance is essential to academic success, and I-KAN Schools recognize that there are times when a student may need to be absent. If a student will be absent, it is the responsibility of the parent or guardian to notify the school each day the student will be absent.

- Valid causes for an absence include, but are not limited to:
- Illness
- Observance of a religious holiday
- Death in the immediate family
- Family emergency
- Other circumstances beyond the control of the student
- Concerns regarding the student's safety or well-being (physical or mental health)
- Any other reason approved by the I-KAN Schools Principal

## **EXCUSED ABSENCES**

**Explained Absences:** Students are allowed up to four days of explained or excused absences per semester. An explained absence occurs when parents/guardians inform the school at least 24 hours prior to the absence. Examples include court appearances, family vacations, or scheduled religious observances.

**Notification Procedure:** Parents/guardians should call 815-933-4918 to report absences. The communication should be made no later than one hour before the school day begins. A robocall will be sent to all listed contacts at 1:00 PM for any student marked as Absent/Unexcused in TeacherEase.

## **DOCTOR'S NOTE REQUIREMENTS**

- After three consecutive days of absence, a doctor's note is required for an excused absence.
- If a student has accumulated eight or more total days of absence, a physician's note will be required for the absence to be excused.
- Court-ordered appearances: Absences due to a court subpoena are not counted toward the eight-day limit.

## **MENTAL HEALTH DAYS**

In accordance with Illinois state law, students are entitled to an additional five days per year for Mental Health Days. These absences do not require a doctor's note and can be used as needed for mental health reasons. The use

# STUDENT HANDBOOK | 2025-2026

of a Mental Health Day is entirely at the discretion of the student and their family. However, students must take responsibility for completing any missed assignments or assessments as a result of these absences.

## VISITORS

To maintain a safe and secure environment, all visitors—including parents, guardians, and siblings—are required to follow the school's security protocols. The process for visitors is as follows:

### **Entry Protocol:**

All visitors must enter through the front door of the building and use the intercom system to identify themselves. Visitors should clearly state their reason for visiting when prompted.

### **Approval for Entry:**

Once identified, visitors who are approved for entrance will be buzzed in by staff and directed to the Main Office for check-in.

### **School Rules:**

While on school property, visitors are expected to abide by all school rules and policies. This ensures a respectful, safe, and productive environment for students and staff.

### **Disruptive Behavior:**

Visitors who fail to act in a manner consistent with school expectations, or who engage in disruptive or inappropriate behavior, will be asked to leave the premises immediately. Furthermore, such behavior may result in criminal penalties for trespassing and/or disorderly conduct, as outlined in relevant local laws.

## SCHOOL SUPPLIES

I-KAN Schools provide all necessary supplies for students to successfully engage in their coursework. Students will be equipped with the materials they need to fully participate in their academic activities. If additional supplies are needed for specific projects or activities, parents and guardians will be notified in advance.

## ELECTRONIC DEVICES AND CELLULAR PHONES

I-KAN Schools encourage responsible use of technology, and students should be mindful of how their devices can impact their focus and the learning environment.

### **SALT Program:**

Electronic devices, including cellular phones, may only be used for educational purposes and with explicit teacher permission. Misuse of devices during instructional time may result in restrictions or disciplinary action.

### **RAAC Program:**

Electronic devices and cellular phones are not allowed on school grounds. All devices must be checked in at the front entrance each morning upon arrival. Students will be given their devices at the end of the school day.

# STUDENT HANDBOOK | 2025-2026

## INTERNET ACCEPTABLE USE POLICY/COMPUTER USE

All students and their parents/guardians are required to read, understand, and sign the Acceptable Use Policy (AUP) for technology. This policy outlines the rules and responsibilities for using school computers, internet access, and other technological resources.

**Student Responsibilities:** Students are expected to use technology in a safe, responsible, and ethical manner, in accordance with the guidelines set out in the AUP. Misuse of technology can result in disciplinary measures ranging from restricted access to technology to more severe consequences based on the nature of the violation.

A copy of the full Acceptable Use Policy can be found in the back of this handbook.

## ADDRESS/PHONE CHANGES

To ensure that parents and guardians receive timely updates on student activities, emergencies, or disciplinary matters, it is important that the school is notified immediately of any changes to the student's contact information. This includes:

**Home address**

**Phone numbers (home, mobile, emergency contacts)**

**Email address**

**Any other relevant student information**

Please contact the main office as soon as possible to ensure the school has the most current and accurate information

## PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be scheduled once per semester to discuss student progress. In addition, parents and guardians are welcome to request an appointment with any teacher or administrator throughout the school year, outside of regular school hours. These conferences provide an opportunity for open communication and collaboration between parents, students, and school staff to support student success.

## FIELD TRIPS

I-KAN Schools offer various field trips throughout the year to enhance the learning experience. These field trips are considered an extension of the classroom, and all school rules, regulations, and policies apply while on these excursions. Students are expected to conduct themselves appropriately, following both school and location-specific rules. Failure to do so may result in disciplinary action.

**Permission for Field Trips:** Written permission from a parent or guardian is required for a student to attend any field trip. A student may be prohibited from attending a field trip for any of the following reasons:

- Failure to submit appropriate permission forms
- Incomplete coursework
- Behavioral or safety concerns
- Denial of permission by school administration
- Any other reason deemed appropriate by the school

# STUDENT HANDBOOK | 2025-2026

## STUDENT INJURY, ILLNESS, OR SAFETY CONCERN

In the event that a student becomes injured, ill, or experiences a serious safety concern while at school, the school staff will immediately notify the student's parent or guardian to make arrangements for the student's care. If the primary contact cannot be reached, the school will contact the individual listed as an alternate emergency contact.

Students are encouraged to report any injuries or health concerns to their teacher or a staff member. In emergency situations, school staff will take the necessary actions to ensure the student's well-being, in line with school protocols.

## SCHOOL ACCIDENTS AND INSURANCE

Students should report all injuries or accidents to a staff member immediately. While I-KAN Schools does not provide accident insurance for students, it is recommended that students who are not covered under a family medical plan purchase student insurance, which may be offered through the home district.

## PHYSICAL EXAMS AND IMMUNIZATIONS

All students enrolling at I-KAN Schools must meet the physical exam and immunization requirements set by the **Illinois Department of Public Health**. These records must be on file with the student's Home School and in compliance with current public health regulations. A student who fails to comply with these requirements may be restricted from attending school until the proper documentation is provided.

## STUDENT MEDICATION

Medications may only be administered during school hours or at school-related activities when deemed necessary for the student's health and well-being. Parents/guardians must submit a **School Medication Authorization Form** (available at the front office) for any medication to be administered by school personnel. No school employee may administer or supervise the self-administration of prescription or non-prescription medications without this form completed and signed by the student's parent or guardian.

**Policy for Possession and Consumption:** Students are prohibited from possessing or consuming any prescription or non-prescription medication on school grounds or at school-related functions, except in accordance with the procedures outlined above.

## SELF-ADMINISTRATION OF MEDICATION

Students may carry and self-administer certain medications, such as an epinephrine auto-injector (EpiPen®) or asthma inhaler, provided that their parent or guardian has completed and signed the **School Medication Authorization Form** at the front office. This allows students to manage their condition independently during school hours.

The school and district will not be held liable for any injuries arising from the self-administration of medication, unless due to willful misconduct. By signing the **School Medication Authorization Form**, parents/guardians agree to indemnify and hold harmless the school district and its employees, except in cases of willful and wanton conduct.

# STUDENT HANDBOOK | 2025-2026

**Diabetic Students:** Students with diabetes may also carry and self-administer diabetic testing supplies and insulin. a **Diabetes Care Plan** must be on file with the school for these students.

## COMMUNICABLE DISEASES

I-KAN Schools adhere to the guidelines and recommendations set by the **Illinois Department of Public Health** regarding communicable diseases. If a parent or guardian suspects their child has a communicable disease, they are required to notify the school nurse immediately.

In some cases, students who are diagnosed with a communicable disease may be excluded from attending school. The school will provide written instructions to the parent or guardian regarding appropriate treatment. A student who has been excluded from school due to a communicable disease will be allowed to return only when the parent or guardian submits a letter from the student's physician confirming that the student is no longer contagious or poses no risk of spreading the disease.

## COUNSELING, SOCIAL WORK SERVICES, AND STUDENT SUPPORT PERSONNEL

I-KAN Schools offer short-term mental health services through counseling and social work to support the emotional well-being and social development of students within the school community. These services are designed to assist students in overcoming barriers that may impact their academic progress, personal growth, and ability to engage positively with others.

### **Services Provided:**

**Individual Counseling:** Short-term, one-on-one sessions to address personal concerns and challenges.

**Group Counseling:** Sessions for students who may benefit from group support, focusing on common issues or topics such as stress management, social skills, or coping strategies.

**Crisis Support:** Immediate assistance for students experiencing emotional distress or crisis situations.

Parents/guardians or school staff may refer students for counseling services, or students themselves may request to meet with a counselor or therapist.

### **Confidentiality:**

While parents/guardians have the legal right to access their child's counseling records, I-KAN Schools prioritize the confidentiality of the student-counselor/therapist relationship. Information shared during counseling sessions will generally be kept private to ensure a safe and trusting environment for the student. However, in cases where the student's safety or well-being may be at risk, parents/guardians will be notified to address any concerns appropriately.

We encourage families to work collaboratively with our counselors and social workers to ensure that students have the support they need to thrive both academically and emotionally.

## SMOKING AND SUBSTANCE USE

The use of tobacco products, cannabis, vaping, e-cigarettes, or any related substances is strictly prohibited on school grounds and during school-related activities. Students found engaging in these activities or in possession of such substances will face appropriate disciplinary actions. I-KAN Schools are committed to providing a safe and

# STUDENT HANDBOOK | 2025-2026

healthy environment, and all students are expected to adhere to these regulations to promote well-being for themselves and their peers.

## TRANSPORTATION

Transportation to I-KAN School Programs is provided by the student's home district. It is important for students and parents to review and adhere to the safety and behavioral expectations outlined in the home district's handbook. Disciplinary actions related to transportation will be handled through consequences agreed upon between the home district and I-KAN Schools. In the event that a student is suspended from bus services, they are still required to attend school, and alternative arrangements should be made for transportation.

## SCHOOL PICK-UP/DROP-OFF ZONES AND HANDICAPPED PARKING

For the safety of all students, please be cautious when picking up or dropping off students. Follow designated traffic flow patterns and never pass a school bus with its stop arm extended. As per Illinois law, the use of cell phones in school zones is prohibited.

Only individuals with a valid State of Illinois handicapped parking permit (license plates or parking card) are authorized to park in designated handicapped parking spaces. If a student requires temporary accommodations due to a disability (e.g., crutches or a wheelchair), they should contact the school for assistance in obtaining a temporary parking permit.

## STUDENT RECORDS

I-KAN Schools maintain student records that are treated with the utmost confidentiality and in compliance with the Student Records Act. These records will not be released without the written consent of the student's parent/guardian (for students under the age of 18) or the student themselves (for students over 18), except in the following circumstances:

1. Requests from the student's home school district.
2. Requests from a school to which the student has transferred.
3. Requests from the Illinois State Board of Education or its associated agencies.
4. Requests from a court of law.

While enrolled at I-KAN Schools student records will be shared with the home school district. After leaving I-KAN Schools student records will be retained by the student's home school district.

## REQUESTS FROM MILITARY RECRUITERS OR INSTITUTIONS OF HIGHER LEARNING

In accordance with federal law, military recruiters and accredited institutions of higher education may request access to student directory information, including names, addresses, and telephone numbers. Parents/guardians who do not wish for this information to be shared—or students who are 18 years of age or older and wish to opt out—must submit a written request to the building principal to withhold this information.

# STUDENT HANDBOOK | 2025-2026

## EMERGENCY PREPAREDNESS AND SAFETY DRILLS

To ensure the safety of all students and staff, I-KAN Schools conduct a series of mandatory safety drills throughout the academic year. These include:

- Evacuation Drills (minimum of 3 per year)
- Severe Weather Shelter-in-Place Drill (minimum of 1 per year)
- Law Enforcement Lockdown Drill (minimum of 1 per year)
- Bus Evacuation Drill (minimum of 1 per year)

Additional drills may be scheduled at the discretion of school administration. Drills are often unannounced and must be treated as if they are real emergencies. Students are expected to follow all staff instructions, remain silent, and behave in an orderly manner during all drills. Emergency procedures are posted in each classroom for student reference.

## BREAKS DURING THE SCHOOL DAY

Students will be provided appropriate breaks during each session. The frequency and duration of these breaks are at the discretion of the classroom teacher and based on student needs and instructional planning.

## SCHOOL CANCELLATION AND EMERGENCY CLOSURES

I-KAN Schools are in session Monday through Friday and follow the official I-KAN Schools calendar. There will be no school on holidays or non-attendance days as indicated in the I-KAN Schools calendar. Families are encouraged to review the calendar carefully at the beginning of the year and refer to it throughout the school year for planned closures.

There may also be times when inclement weather or other emergencies require school to be canceled, delayed, or dismissed early. In such situations, families should monitor local television and radio stations, the I-KAN website, and other official communication platforms for announcements.

Please do not call the school during emergency situations so that phone lines remain open for essential communication.

## REMOTE LEARNING OPTIONS

In conjunction with home school district approval, the Iroquois-Kankakee Regional Office of Education I-KAN Schools will provide remote learning educational options for students facing various medical, social-emotional, and behavioral challenges that significantly impact life circumstances. I-KAN Schools has developed procedures to facilitate student learning and the implementation of this policy.

There are two remote educational options for students who qualify for services:

### **Full Remote - Remote Learning Option (RLO):**

- Apex online coursework with academic and social-emotional support
- Student completes work at home
- Student participates in weekly social-emotional and academic virtual sessions
- Weekly supports are provided by I-KAN staff
- Monthly progress is monitored

# STUDENT HANDBOOK | 2025-2026

## Hybrid Model - Remote Hybrid Learning (RHL)

- Apex online coursework with academic and social-emotional support
- Student completes work at home 2-3 days per week
- Student attends school 2-3 days per week
- Student engages at school in social work sessions and other academic support
- Monthly progress is monitored

## PLACEMENT DETERMINATION

Placement of a student in the Remote Learning Option (RLO) or Remote Hybrid Learning (RHL) is determined by a team that includes the student, the student's guardians, an I-KAN administrator or designee, and the Home School Administration. Upon agreement by the team, a Remote Learning Plan (RLP) will be developed to identify the student's strengths and needs.

***It is important to understand that the Remote Learning Option (RLO) or Remote Hybrid Learning (RHL) cannot replicate the academic and social-emotional support received in the I-KAN Schools educational setting. The I-KAN Remote Learning Option (RLO) provides the best temporary instructional situation possible under difficult circumstances.***

## PERSONAL APPEARANCE AND HYGIENE

Students are expected to maintain a level of personal hygiene and grooming that supports a safe, respectful, and distraction-free learning environment. Appearance should reflect cleanliness and appropriateness, ensuring that it does not disrupt the educational process or interfere with the creation of a positive school climate.

Clothing and grooming should adhere to reasonable standards of health, safety, modesty, and decency. Students whose appearance is determined to be inappropriate may be asked to make necessary changes to align with school expectations.

## DRESS CODE

Students are required to wear clothing that is appropriate for a school setting and conducive to a focused learning environment. Determinations about what is appropriate will be made by school administration. The following guidelines are in place to ensure consistency, safety, and respect for all students:

- Clothing must adequately cover the body and may not be torn or altered in a way that is explicit, revealing, or suggestive.
- Undergarments may not be worn as outerwear and should not be visible.
- Clothing displaying offensive language, imagery, references to drugs, alcohol, violence, or content deemed discriminatory or inappropriate is prohibited.
- Attire affiliated with gang activity, as determined in collaboration with local law enforcement guidelines, is not allowed.
- Footwear must be worn at all times.

If a student is unsure whether a particular item of clothing meets dress code expectations, they are encouraged to ask a staff member or administrator before wearing it to school. Students who arrive at school in violation of the dress code may be asked to change or may be denied entry until appropriate clothing is provided.

# STUDENT HANDBOOK | 2025-2026

## VIDEO AND AUDIO MONITORING SYSTEMS

To support the safety and security of students, staff, and school property, video and/or audio monitoring systems may be in operation in public areas of I-KAN School facilities, including hallways, entrances, and exterior spaces.

These systems are used to deter inappropriate behavior and assist in the investigation of disciplinary or safety concerns. If an incident is captured on video or audio recording, the footage may be reviewed and used as evidence during disciplinary proceedings. In cases involving criminal behavior, recordings may be shared with local law enforcement agencies in accordance with legal requirements and school policy.

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

## ACCOMMODATING INDIVIDUALS WITH DISABILITIES

I-KAN Schools are committed to providing equal access to all school-sponsored services, programs, and activities for individuals with disabilities. In compliance with federal and state laws, reasonable accommodations will be made to ensure full participation in school functions.

If an individual requires accommodations due to a disability, they should notify the Superintendent or Building Principal as early as possible. This notice should include a description of the disability and the specific accommodations or services needed, allowing the school adequate time to plan and provide appropriate support.

## ACCOMMODATING BREASTFEEDING STUDENTS

I-KAN Schools support the rights of breastfeeding students by providing reasonable accommodations to ensure they are able to continue breastfeeding upon their return to school. Accommodations may include access to a private, non-restroom space for pumping or breastfeeding and the ability to store breast milk safely during the school day.

Students seeking accommodations should contact a school administrator to make arrangements. Any concerns or complaints regarding accommodations for breastfeeding should be directed to the District's Complaint Manager or Non-Discrimination Coordinator.

## BEHAVIOR EXPECTATIONS

I-KAN Schools are committed to fostering a safe, respectful, and supportive learning environment where all students can thrive. Students are expected to conduct themselves in a manner that promotes personal growth, maintains the integrity of the learning environment, and respects the rights of others.

### **Students are expected to:**

Refrain from engaging in any behavior that disrupts instruction, hinders another student's ability to learn, or results in damage to school property.

Take responsibility for their actions and choices, and seek support when facing challenges in behavior or emotional regulation.

# STUDENT HANDBOOK | 2025-2026

## DISCIPLINARY MEASURES AND STUDENT BEHAVIOR RESPONSES

At I-KAN Schools, we are committed to maintaining a safe, respectful, and supportive environment that promotes both academic and social-emotional success. When behavioral expectations are not met, staff will use a restorative and progressive approach to address concerns. Disciplinary responses will be appropriate to the behavior, prioritize opportunities for learning and accountability, and be communicated clearly with the student and their family. We recognize that behavior is a form of communication, and our disciplinary practices are rooted in restorative, trauma-informed, and progressive approaches. These practices focus on skill-building, accountability, and maintaining dignity for all students.

School personnel will not recommend or encourage students to drop out due to academic or behavioral challenges. Our focus remains on supporting continued growth, engagement, and access to learning.

Depending on the behavior, one or more of the following responses may be used:

### **Verbal redirection or warning**

Immediate and supportive intervention to redirect behavior.

### **Individual conference with staff**

A one-on-one discussion with a teacher, counselor, or administrator to reflect on the incident, repair harm, and create a plan for improvement.

### **Parent/guardian communication or meeting**

Collaborative problem-solving with families to ensure consistency between school and home.

### **Restorative practices**

Including reflection activities, apologies, peer mediation, or circles to repair harm and rebuild relationships.

### **Reflective time or temporary removal from the classroom**

A brief, supervised time away from peers to calm, regulate, and reflect.

### **Withholding of privileges**

Loss of privileges (e.g., participation in school based activities) based on behavior.

### **Restitution or return of property**

Restoring, replacing, or repairing damaged or lost items, when appropriate.

### **Confiscation of personal items used inappropriately**

Items used in violation of school rules (e.g., phones, vapes) may be temporarily retained by school staff.

### **In-school interventions or alternative behavior support plans**

May include behavior check-ins, mentoring, or specialized social-emotional supports.

### **Out-of-school suspension (1–10 days)**

When necessary to maintain safety or when other interventions are not feasible or effective. I-KAN Schools will communicate all suspensions clearly and provide academic access during the period.

# STUDENT HANDBOOK | 2025-2026

## **Temporary placement on a remote or hybrid learning plan**

Structured alternative instruction based on safety, behavioral needs, or re-engagement planning.

## **Suspension of bus transportation**

In collaboration with the home district, transportation privileges may be suspended due to safety or behavior issues on the bus.

## **Permanent removal from the program (referral back to home district)**

When all other interventions have been exhausted or in cases of serious safety concerns.

## **Notification of law enforcement or juvenile authorities**

Required or permitted when criminal activity is involved (e.g., controlled substances, weapons, assault), as per the reciprocal reporting agreement with local law enforcement.

***Note:** The list above represents a range of potential measures. Not all actions will be appropriate for every incident.*

## **BEHAVIORS THAT MAY WARRANT IMMEDIATE OR SEVERE DISCIPLINARY ACTION INCLUDE:**

- Possessing or attending school under the influence of alcohol, cannabis, or controlled substances
- Using, possessing, distributing, or selling alcohol, drugs, or “look-alike” substances
- Possession or use of a dangerous weapon or object on campus
- Acts of vandalism or destruction of property
- Severe verbal abuse, threats, or physical aggression toward peers or staff
- Harassment, bullying, or discrimination based on race, ethnicity, gender identity, sexual orientation, religion, or disability
- Engaging in academic dishonesty (e.g., plagiarism, cheating)
- Smoking or vaping, including the use or possession of tobacco, cannabis, or e-cigarette products
- Leaving the school building or assigned area without permission
- Any action that endangers the safety, emotional well-being, or property of others

**Note:** I-KAN Schools follow all applicable state and federal laws regarding student discipline and due process. Efforts will be made to engage families and appropriate support personnel to ensure students receive the assistance they need to be successful.

## **PROHIBITED STUDENT CONDUCT**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or vapes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:

# STUDENT HANDBOOK | 2025-2026

- a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hash).
- b. ny anabolic steroid unless it is being administered in accordance with a physician.
- c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
- f. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular

# STUDENT HANDBOOK | 2025-2026

phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless:

- a. the supervising teacher grants permission;
  - b. the device is being used for approved educational purposes
  - c. it is used during the student's lunch period; or
  - d. it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop or submit to a search.
  8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
  9. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
  10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
  11. Engaging in teen dating violence.
  12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
  13. Entering school property or a school facility without proper authorization.
  14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
  15. Being absent without a recognized excuse.
  16. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
  18. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
    - a. be a threat or an attempted intimidation of a staff member; or
    - b. endanger the health or safety of students, staff, or school property.
  19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be

# STUDENT HANDBOOK | 2025-2026

reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

20. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

- A. On the student’s person;
- B. Contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile;
- C. In a school’s student locker, desk, or other school property;
- D. At any location on school property or at a school-sponsored event; or
- E. In the case of drugs and alcohol, substances ingested by the person.

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

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

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to: On, or within sight of, school grounds before, during, or after school hours or at any time, off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school, traveling to or from school or a school activity, function, or event; or anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:

- A. be a threat or an attempted intimidation of a staff member; or
- B. endanger the health or safety of students, staff, or school property.

## **CORPORAL PUNISHMENT**

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

## **THREATS TO SCHOOL SAFETY**

Any threat to school safety must be reported to school officials. School officials report to and cooperate with law enforcement agencies. A student may be immediately referred back to their home district. This may be on a permanent basis. The student may be suspended for a period of time. Upon return to school, a re-engagement meeting will be held. A physician or clinician who has knowledge of the student must deem that the student is

# STUDENT HANDBOOK | 2025-2026

fit/safe to attend school. This must be presented to the school in writing. This written notification must include: length of medical relationship with student, knowledge of the specific incident which took place and a statement indicating that the student is mentally safe/fit to attend school and is not a threat to school safety.

## WEAPONS PROHIBITION

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified on a case-by-case basis.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified case-by-case.

## GANG & GANG ACTIVITY PROHIBITED

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

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

## SUSPENSION AND LOSS OF PRIVILEGES

Suspension and expulsion decisions are made on a case by case basis. The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. A student who is considered for suspension will be given the opportunity to hear and respond to the allegations. A student will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit.

If a student's continued presence at school poses a threat to the safety of other students, staff or members of the school community, out of school suspensions may be given. Depending on the egregious nature of a student's conduct (i.e., physical harm, violence, threat) and/or the history or record of a student's past conduct, school officials may determine that a student is likely to engage in similar conduct in the future and the district reserves the right to consider suspension. Additionally, if a student's continued presence at school substantially disrupts, impedes or interferes with the operation of the school, suspension may be considered.

# STUDENT HANDBOOK | 2025-2026

The administrator may assign in-school or out-of-school suspension depending on the situation. Due to the nature of our alternative programs, in-school suspension is generally not available. However, a suspension that is housed within the school will be subject to rules. The length of the suspension will be determined by the program administrator and will be based on information listed above. A suspended or expelled student may not be on school property and may not attend school related activities. Parents will be contacted by the program administrator in writing and may appeal the decision to the regional superintendent or his designee within ten days of the postmarked notification.

Other losses of privileges may be considered. Such losses may include but are not limited to these: classroom change, loss of social breaks, restriction of social time before school/during breaks/during lunch, loss of dress code privileges, loss of electronic device privileges, loss of field trip privileges.

When a student returns to school after a suspension a re-engagement plan will be customized for the student. A re-engagement plan may include a conference with the teacher, administrator, counselor or social worker. Teacher and administrator will determine what steps can be taken to help the student successfully re-engage.

## **RE-ENGAGEMENT OF RETURNING STUDENTS**

The building principal or designee and the school Social Worker shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## **REFERRAL TO HOME DISTRICT**

Students who do not make adequate academic progress, do not attend regularly and/or display inappropriate school behaviors are subject to referral back to their home school district.

## **SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The school officials may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

## **SEARCH AND SEIZURE**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes the school liaison police officers.

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its

# STUDENT HANDBOOK | 2025-2026

objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction

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

## **SEIZURE OF PROPERTY**

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

## **REASONABLE SUSPICION**

In the event a student is observed behaving in a suspicious drug/alcohol/weapons related manner, such as an attempt to use, distribute, or conceal any prohibited substance, or smelling of drugs/alcohol or appearing to be under the influence of drugs/alcohol the student will be reported to the Administration. An administrative investigation will be conducted, and appropriate steps taken.

## **ACCESS TO STUDENT SOCIAL MEDIA PASSWORDS & WEBSITES**

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

## **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important I-KAN goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations: During any school-sponsored education program or activity, while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school sanctioned events or activities, through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

# STUDENT HANDBOOK | 2025-2026

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: Placing the student or students in reasonable fear of harm to the student's or students' person or property, causing a substantially detrimental effect on the student's or students' physical or mental health, substantially interfering with the student's or students' academic performance; or substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

#### **Complaint Managers:**

Jonathan Sikma - 50 West Industrial Park Dr, Kankakee, IL 60901 - 815-933-4918 - [jsikma@i-kan.org](mailto:jsikma@i-kan.org)

Jennifer Swank - 50 West Industrial Park Dr, Kankakee, IL 60901 - 815-933-4918 - [jswank@i-kan.org](mailto:jswank@i-kan.org)

## **SEXUAL HARASSMENT PROHIBITED**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that: denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status. Or has the purpose or effect of: substantially interfering with a student's educational environment, creating an intimidating, hostile, or offensive educational environment, depriving a student of educational aid, benefits, services, or treatment, or making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

# STUDENT HANDBOOK | 2025-2026

## TEEN DATING VIOLENCE POLICY

I-KAN Schools are committed to fostering a safe and respectful environment for all students. Teen dating violence is strictly prohibited at school, on school property, during school-sponsored activities, and in any vehicle used for school-provided transportation.

For the purposes of this policy, teen dating violence is defined as a pattern of behavior in which a student aged 13 to 19 uses or threatens to use physical, emotional, mental, or sexual abuse to control, intimidate, or harm someone with whom they are in a dating or romantic relationship. This includes:

- Physical violence or threats of physical harm
- Verbal or emotional abuse intended to control, manipulate, or demean
- Sexual violence or coercion, or the threat thereof
- Use of digital platforms (e.g., social media, texting) to harass or control a dating partner

Any form of teen dating violence will be taken seriously and addressed promptly through appropriate disciplinary measures and support services. Students are encouraged to report any concerns to a trusted adult or staff member, such as the school counselor, program administrator, or designated complaint manager.

Retaliation against students who report concerns in good faith is strictly prohibited. Confidentiality will be maintained to the greatest extent possible while ensuring student safety and appropriate response.

## MAKING A COMPLAINT

I-KAN Schools are committed to maintaining a safe and respectful learning environment for all students. Students are strongly encouraged to report any incidents or concerns involving sexual harassment, teen dating violence, or any other prohibited or unsafe conduct.

Reports can be made to any trusted adult at school, including the Non-Discrimination Coordinator, Program Administrator, Lead Teacher, Social Worker, or Complaint Manager. Students have the right to report concerns to a staff member of the same gender, if preferred.

All reports will be handled promptly, respectfully, and with discretion. While confidentiality cannot be guaranteed in all situations, every effort will be made to protect the privacy of those involved, consistent with the need to investigate and ensure student safety.

Students who report concerns in good faith will not be subject to disciplinary action. Retaliation of any kind against a student who reports an incident is strictly prohibited and will result in disciplinary consequences.

Students and families are encouraged to speak up and seek support—your safety, voice, and well-being matter.

## NONDISCRIMINATION COORDINATOR

Jonathan Sikma - 50 West Industrial Park Dr, Kankakee, IL 60901 - 815-933-4918 - [jsikma@i-kan.org](mailto:jsikma@i-kan.org)

### Complaint Managers

Jennifer Swank - 50 West Industrial Park Dr, Kankakee, IL 60901 - 815-933-4918 - [jswank@i-kan.org](mailto:jswank@i-kan.org)

## COMPLAINTS/GRIEVANCE PROCEDURE

If a student or family member feels wronged or discriminated against due to the policies of the Academy/Safe School or the actions of an employee, the individual or family member should do the following:

1. Schedule an appointment with the person or persons directly responsible for the grievance to discuss the complaint. The complaint should be presented in writing at the time the discussion is held.

# STUDENT HANDBOOK | 2025-2026

2. If the complaint is not resolved to the satisfaction of the complainant, he/she should schedule an appointment with the next higher supervisor. The I/KAN School employee against whom the complaint is lodged will be present at discussions at all levels.
3. The final adjudication of a grievance rests with the Regional Office of Education Superintendent (and/or appointed designee) and will be settled within ten school days of the received written notice.

## MISCELLANEOUS

### PESTICIDE APPLICATION NOTICE

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

**I-KAN Schools**  
**50 Industrial Park Drive**  
**Kankakee, IL 60901**  
**(815) 933-4918**

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

### SEX OFFENDER COMMUNITY NOTIFICATION

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

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

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

### INTERNET – ACCEPTABLE USE POLICY

#### Authorization for Internet Access

Each administrator, teacher and/or staff member must sign an Authorization as a condition for using the Internet connection. Each student and his or her parent(s)/guardian(s) must sign the form before being granted Internet access. Public users must sign this Authorization prior to using any technology. Please read this document carefully before signing.

All use of the Internet shall be consistent with the goal of promoting educational excellence by facilitating resources sharing, innovation, and communication. This Authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

# STUDENT HANDBOOK | 2025-2026

## Terms and Conditions

1. Acceptable Use – A network user will:
  - a. Use language that is considered appropriate;
  - b. Send only information that others will not find offensive - be polite and do not become abusive in your messages to others;
  - c. Keep private the personal addresses or telephone numbers of students/colleagues;
  - d. Conform to copyright laws;
  - e. Neither tamper with the system nor alter, delete or destroy any files or data that are not yours;
  - f. Consider all communications and information accessible via the network to be private property;
  - g. Exercise non-disruptive use.
2. Network Privileges Pertaining to e-mail Use
  - a. Use of the network is a privilege, not a right;
  - b. E-mail is not guaranteed to be private when using the Internet. There will be no inspection of e-mail contents without the consent of the sender/recipient unless inspection is required to investigate complaints regarding e-mail and an alleged violation of this policy. The School reserves the right to access and disclose the contents of any e-mail account on the system, including files deleted from user accounts, without prior notice or permission from the user. Unauthorized access of e-mail is prohibited;
  - c. E-mail messages must contain appropriate language and content;
  - d. Users should exercise care in the composition of messages and their reflection on the name and reputation of the School. Each user is personally responsible for the content of the messages transmitted to external recipients;
  - e. Messages received from unknown senders should be deleted or forwarded to the system administrator. Downloading of any files attached to Internet messages is prohibited unless the user is certain of the authenticity of the message and the nature of the file;
  - f. Messages relating to, or in support of, illegal activities must be reported to school authorities and may be reported to external authorities;
  - g. E-mail may be accessed by students before or after school or at other times during the day when authorized by a teacher or for a class project;
  - h. Persons issued an account are responsible for its use at all times;
  - i. Use of the e-mail system constitutes consent to these regulations.
3. Appropriate uses of the internet are:
  - a. Researching or supplementing classroom projects;
  - b. Communicating with educators throughout the world;
  - c. Staff development purposes.
4. Unacceptable use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses may include, but are not limited to:
  - a. Accessing chat rooms or newsrooms unless for the express purpose of a class project and under the supervision of a teacher;
  - b. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any Federal/State regulation and may or will be reported to the authorities;
  - c. Using the network to engage in academic dishonesty
  - d. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - e. Downloading copyrighted material for purposes of plagiarizing;
  - f. Using the network for private advertising or for other commercial gain;
  - g. Wasting resources, such as file space;
  - h. Gaining unauthorized access to resources;

# STUDENT HANDBOOK | 2025-2026

- i. Invading the privacy of individuals;
  - j. Using another user's account or password without written permission from that individual;
  - k. Posting material authored or created by another without his/her consent;
  - l. Posting anonymous messages;
  - m. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
  - n. Using the network while access privileges are suspended or revoked.
5. Copyright and Web Publishing Rules
  - a. Republishing of text or graphics found on the web, Web Sites, or servers without explicit written permission is prohibited;
  - b. Users must give credit to the original producer on republication and note how permission was granted with the web address of the original source;
  - c. Students and staff must provide library media specialists with e-mail or hard copy permissions prior to republication of Web pages;
  - d. If a document is in the public domain, printed evidence of such status must be provided;
  - e. "Fair use" rules for student reports in classrooms are less stringent and allow limited use of graphics and text;
  - f. Student work may be published only upon written permission from parent/guardian and student.
6. School related websites – The School has the sole authority for approval of Web Sites and their content.
  - a. Webmasters will be appointed by the administration and supervision of sites will be done at the designation of the Superintendent;
  - b. No un-moderated activity of websites such as chat rooms or guest books will be hosted on the site;
  - c. No commercial advertising will be allowed on the website;
  - d. The Webmaster will perform the following duties:
    - i. Obtain approval for the websites
    - ii. Approve the content on school related sites
    - iii. Limit access to posting material on the websites
    - iv. Preview all material before posting
    - v. Follow the policies and complete a periodic review
    - vi. Make sure advertising is prohibited.
7. Telephone/Internet charges – The user will be responsible for any unauthorized charges.
8. No Warranties – The School makes no warranties of any kind, either expressed or implied, for the service it is providing. The School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or your errors/omissions. Use of any information obtained via the Internet is at your own risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
9. Indemnification – The user agrees to pay reasonable costs to the School for any losses, costs, or damages, including reasonable attorney fees, incurred by the School relating to, or arising out of, any breach of this Authorization.
10. Security – Network security is a high priority. If you identify a security problem on the Internet, you must notify the system administrator, appropriate teacher or Building Principal. Do not demonstrate the problem to other users. Keep your information confidential. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
11. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action as identified in disciplinary policy. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, any computer hardware or software, or anything connected to an internal or external network. This includes, but is not limited to, the uploading or creation of computer viruses.