



Regional Office of Education #12

Serving the students and educational professionals of Clay, Crawford, Jasper, Lawrence, and Richland Counties, Illinois

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ROE #12 Alternative Education Program

Truant Alternative Optional Education Program (TAOEP) and Regional Safe Schools Program (RSSP)

Alternative School Setting inspiring Successful Transitions (ASSIST)

Both The Truant Alternative Optional Education Program (TAOEP) and the Regional Safe School Program (RSSP) serve "At-Risk" students. Both programs serve Clay, Crawford, Jasper, Lawrence, and Richland Counties.

Truants Alternative Optional Education Program (TAOEP)

Serves students 6-21 years of age. Components of the TAOEP program include truancy intervention (all grades), school credit (middle through high school for students currently enrolled in the regular public or private school system. These students meet one of a number of specific qualifiers and must be referred to the TAOEP by the HOME school. The Optional Education Programs are primarily designed to address chronic truants, or those students who are most at-risk and to also prevent students from dropping out of school.

The TAOEP school is funded by the TAOEP grant and therefore chronic truancy must be the primary reason for student referrals. The program is not an alternative site for students with chronic disciplinary problems or credit recovery.

The Regional Safe School Program (RSSP)

Serves students that are eligible for expulsion and suspension-eligible students in grades 6-12. For these students the RSSP offers a school credit program. In order to be qualified for school credit while attending the RSSP, the student must meet one of specific qualifiers that indicate a discipline problem. Students must be referred by the "home" school.

STUDENT ELIGIBILITY CRITERIA

TAOEP:

Students must meet the following criteria:

- Grades 6-12
- Must have been referred to ROE #12 Right Track Truancy Program, using referral process on file.
- Referral to the ASSIST program may begin after students have been referred to the Right Track Truancy Program and have 9 or more unexcused absences within 180 school days.
- Enrollment in the program is voluntary.
- The primary reason for referral to ASSIST must be chronic truancy.

RSSP:

- Grades 6-12
- Suspended at least 2 times for a period of 3-10 days each for gross misconduct.
- Expelled or eligible for expulsion as a result of an expulsion hearing for gross misconduct, but in lieu of expulsion has been referred for consideration to the ASSIST RSSP program.

STUDENT ADMISSION POLICY

Student admission to the ASSIST program requires approval of an ASSIST administrator. The home school Administrator or Guidance Counselor must refer the students to the program. After review of the referral, ASSIST Administration will set up an "intake" meeting.

Attendance at ASSIST is a privilege. It is a voluntary program to promote better attendance and help students regain credit they may be lacking due to poor attendance/truancy. Students are expected to attend the program daily and follow the rules and expectations for attendance and behavior in order to remain in the program.

If students cannot or will not follow the attendance and behavior expectations set by ASSIST, they are not good candidates and will be transferred back to the home school. The ASSIST administration will review attendance each month to determine if the student will be transferred back to their home school.

REFERRAL PROCESS

In order to be considered for the ASSIST Program, the following criteria must be met:

1. Referral completed and signed by home school Administrator or Guidance Counselor.
2. Forms are now accessed through ROE #12 website. The form must be completed in its entirety before the ASSIST administrator sets up an intake meeting.
 - a. www.roe12.org
 - b. Click on Regional Services
 - c. Alternative Ed/Safe Schools
3. The ASSIST administration will then contact the school to set up an intake meeting.

ENROLLMENT/INTAKE MEETING

Enrollment/Intake meetings will be scheduled once all the required documentation for the referral has been received and the student is eligible for the ASSIST Program, either TAOEP or RSSP. Schools will be required to set up the meeting while working with parent/guardian(s) and ASSIST Administration. The following must be in attendance at the meeting: ASSIST representative, school administrator, parent/guardian, student, and any other entity deemed necessary (IEP case worker, etc).

IDEA CONSIDERATIONS

The following are requirements for Students with Disabilities attending the ASSIST Program:

1. The IEP must show enrollment of the student has been changed to the ASSIST Program as the Least Restrictive Placement for the student agreement with 23 Ill. Adm. Code 226.210, 226.230, and 226.240.
2. The school district will ensure the ASSIST Program Administrator has a copy of the student's IEP.
3. The school district must work to ensure the student receives all of the special education services listed in their IEP and provide a case manager that will communicate with ASSIST administration or teachers weekly.
4. **The district MUST provide qualified personnel as case workers for each of their students with an IEP, as the TAOEP and RSSP program may not have appropriately qualified personnel.**
5. The students' HOME school district is still responsible for making sure the IEP is fulfilled while the student is enrolled in the ASSIST Program.
6. **Failure to comply with these requirements may result in a student being transferred back to the Home School.**

ADMINISTRATIVE TRANSFER BACK TO HOME SCHOOL

The mission of ROE 12's ASSIST program is to rehabilitate students who are chronic truants in our TAOEP program or to be able to educate students who are suspension/expulsion eligible in our RSSP program. Due to the limited number of students we can accept and the number of school districts we serve, there are times we must remove students from our program in order to bring in other students we feel may be successful. Students who exhibit significant behavioral issues, chronic disciplinary problems, an extreme lack of progress, persistent lack of attendance, violations of Olney Central College Code of Conduct, etc, may be the cause of administrative transfer back to their home school. At the end of each quarter, ASSIST administrators will review the attendance and academic progress to determine if they need to be transferred back due to any of these issues.

Interventions Used at ASSIST

1. **Group Counseling**
2. **Individual Counseling**
3. **Behavior incentives**
4. **Loss of Privileges**
5. **Parent Meetings - In person/phone/email**
6. **Out of School Suspension(s)**

ROE #12

ALTERNATIVE SCHOOLS

STUDENT MEDICATION

POLICY GUIDELINES

STUDENT WELFARE – Administering Medicines to Students

Parent(s) or guardian(s) have the primary responsibility for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Teachers and other program employees shall not be required to administer medication to students. Parent(s) and guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication.

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

A program staff member shall distribute to each student's parent(s)/guardian(s) the program's policy, policy guidelines, and forms on administering medicines to students.

ADMINISTRATIVE PROCEDURES

Non-Emergency Administration of Student Medication

I. Definitions

- A. Medication – as used in this document will refer to both prescription and non-prescription drugs.
 - B. Licensed Prescriber – as defined in this document:
 - a) Physician – a physician licensed to practice medicine in any of its branches including Medical Doctors and Doctors of Osteopathy.
 - b) Dentist – a person licensed to practice dentistry in any of its branches
 - c) Podiatrist – a person licensed to practice podiatry.
 - C. Prescription drugs – drugs requiring a written order for dispensing, signed by a licensed prescriber.
 - D. Non-prescription drugs – medications which may be obtained over the counter without a prescription from a licensed prescriber
 - E. Long-term medication – medication utilized for treatment of chronic illnesses and includes both daily and PRN (as needed) medication.
- II. All medications dispensed in the schools shall be prescribed by an Illinois licensed prescriber. Students who medication during the school day may bring the medication to school following these guidelines:
- A. A written order for the medication must be obtained from the student's licensed prescriber. The order shall include the information recommended by the Illinois Department of Public Health and the Illinois State Board of Education.
 - B. Medication must be brought to the school in the original package or appropriately labeled container.
 - 1) Prescription drugs shall display:
 - Student's name
 - Prescription number
 - Medication name/dosage
 - Administration route and/or other direction
 - Date and refill
 - Licensed prescriber's name
 - Pharmacy name, address and phone number
 - Name or initials of pharmacist
 - 2) Non-prescription drugs shall be brought to school and stored with the manufacturer's original label indicating the ingredients and the student's name affixed to the container.

- C. The parent(s)/guardian(s) will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent(s)/guardian(s) do not pick up the medication by the end of the school year, the Program Director or Administrator, will discard the medication in the presence of a witness.

III. Student Medical Authorization – No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (written form) is filed. This form shall be completed annually by the student's parent(s)/guardian(s) and physician and shall be on file at the program site in which the child attends. This form shall be filed prior to dispensation of any medication to a student and the Form shall specify the times at which the medication must be dispensed and the appropriate dosage.

IV. Administration by School Personnel

- A. All student medication shall be left with the person designated by the Program Director.
- B. Medications must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secure area.
- C. The program for administering medications must include the following:
 - 1) Each dose of medication shall be documented in the student's individual health record. Documentation shall include date, time, dosage, route and the signature or initials of the person administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reasons therefore should be entered in the record.
 - 2) The site's staff may, in conjunction with a licensed prescriber and parent(s)/guardian(s), identify circumstances in which a student may self-administer medication.
 - 3) Effectiveness and side effects shall be assessed with each administration and documented as necessary in the student's individual health record. Documentation of effects for long-term medications should be summarized at least quarterly.
 - 4) A procedure shall be established for feedback to the licensed prescriber and the parent(s)/guardian(s) if requested by the licensed prescriber.

V. Administration by Student

- A. A student may self-administer medication with parental consent and the School Medication Authorization Form on file in school. The medication shall be stored for the student.
- B. A record shall be kept on all medication stored, specifying the name of student and name of medication, the time of use, and dosage.

VI. Field Trips

The following instructions shall appear on all parental permission forms required for field trips & outdoor education experiences:

All medication to be administered during this field trip/outdoor education experience shall be clearly marked with:

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

Or if sending over the counter medications, the container is affixed with the manufacturer's original label manufacturer's original label indicating the ingredients and student's name.

REGIONAL OFFICE OF EDUCATION #12
TRUANT ALTERNATIVE OPTIONAL EDUCATION & SAFE SCHOOLS PROGRAM

SCHOOL MEDICATION AUTHORIZATION FORM FOR PHYSICIAN

Student's
Name _____ Birth date _____
Address _____ Home Phone _____
School _____ Site _____
Emergency Phone No. _____

To be completed by the student's physician:

Name of Medication _____
Dosage _____ Frequency _____ Time to be given in School _____
Date of Prescription _____ Date of Order _____
Discontinuation Date _____
Diagnosis requiring Medication _____

Intended effect of this medication _____

Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition? _____

Expected side effects, if any: _____

Time Interval for Re-Evaluation _____

Other medications student is receiving _____

(Physician's Name – Print)

(Physician's Name – Signature)

(Address)

(Phone – Office)

(Phone – Emergency)

Further Instruction Remarks: _____

Date _____

REGIONAL OFFICE OF EDUCATION #12
Truant Alternative Optional Education & Safe Schools Programs

NON-PRESCRIPTION MEDICATION AUTHORIZATION

Student _____ Emergency Phone No. _____

Name of Non-Prescription Medication _____

Dosage _____ Frequency _____

Symptoms requiring Medication _____

If the student seems to be setting a regular pattern for the administering of this medication, the staff will refuse the student access to the medication and the parent/guardian will be notified. All non-prescription medication will be kept by staff in a specified, closed supervised area and will only be given to student for self-administration under direct staff supervision.

PRESCRIPTION MEDICATION AUTHORIZATION

I hereby confirm that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medication emergency, I hereby authorize the program and its employees and agents, on my behalf and stead, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the Program), lawfully prescribed medication in the manner described above. I ACKNOWLEDGE THAT IT MAY BE NECESSARY FOR THE ADMINISTRATION OF MEDICATION TO MY CHILD TO BE PERFORMED BY AN INDIVIDUAL OTHER THAN A SCHOOL NURSE, AND SPECIFICALLY CONSENT TO SUCH PRACTICES. I further acknowledge and agree that, when the lawfully prescribed medication is so administered, or attempted to be administered, I waive any claims I might have against the Program its employees and agents arising out of the administration of said medication. In addition, I agree to hold harmless and indemnify the Program its employees and agents, either jointly and severally, from and against any and all claims, damages causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

PARENT SIGNATURE _____ DATE _____

ROE #12 ASSIST EXPECTATIONS AGREEMENT

The mission of ROE 12's ASSIST program is to rehabilitate students who are chronic truants in our TAOEP program or to be able to educate students who are suspension/expulsion eligible in our RSSP program. Due to the limited number of students we can accept and the number of school districts we serve, there are times we must remove students from our program in order to bring in other students we feel may be successful. Students who exhibit significant behavioral issues, chronic disciplinary problems, an extreme lack of progress, persistent lack of attendance, violations of Olney Central College Code of Conduct, etc, may be the cause of administrative transfer back to their home school. At the end of each quarter, ASSIST administrators will review the attendance and academic progress to determine if they need to be transferred back due to any of these issues. In addition to following the ROE #12 attendance and discipline policy, students in our program also must follow the Olney Central College Code of Conduct.

Prohibited Conduct

1. Alcohol, Cannabis, Illegal Drugs, Vapes
 - a. Possession and/or use can result in suspension and/or removal from the ASSIST program.
2. Tobacco
 - a. Possession and/or use can result in suspension and/or removal from the ASSIST program.
3. Unauthorized Access to IECC Property
 - a. Entering or remaining on IECC property without valid authorization or permission. Failure to comply can result in suspension and/or removal from the ASSIST program.
4. Disrespect/Insubordination to IECC staff
 - a. Any insubordinate verbal interaction with IECC school staff can result in suspension and/or removal from the program.
5. Weapons or Look-A-Like
 - a. Weapons or Look-A-Like Weapons are not allowed on IECC or ASSIST property. Items will be confiscated and authorities may be contacted. Weapons will result in automatic removal from the program. Look-A-Like weapons will be dealt with on a case-by-case basis.
6. Theft or Property Damage
 - a. Attempted or theft of IECC or ASSIST property may result in suspension and/or removal from the ASSIST program.
7. Fighting and/or Personal Threats
 - a. Fighting and Personal Threats consisting of any verbal, written and/or physical abuse will not be tolerated. There is to be no physical abuse, threat of violence or intimidation, or sexual harassment towards any student or staff member. Students who exhibit physical aggression or verbally threaten other students or staff may be suspended and/or expelled from the program. Charges may also be filed with the proper authorities.

The undersigned agree they will abide by the rules and expectations set for by the ROE #12 ASSIST program as well as abiding by IECC rules.

STUDENT

DATE

PARENT/GUARDIAN

DATE

ROE #12 ASSIST

DATE

SCHOOL ADMINISTRATOR

DATE

Clay County
Clay County Courthouse
111 East Chestnut Street
P.O. Box 97
Louisville, Illinois 62858
618.665.3373
Fax 618.665.3155

Crawford County
300 West Main Street
Lower Level, Suite 307
Robinson, Illinois 62454
618.544.2719
Fax 618.546.1556

Jasper County
Jasper County Office
Bldg 204 West
Washington
Suite 3
Newton, Illinois 62448
618.783.2523
Fax 618.783.4237

Lawrence County
Lawrence County
Courthouse
1100 State Street
Lawrenceville, IL 62439
618.943.3522
Fax 618.943.2513

Richland County
407 South Whittle
Avenue Olney, Illinois
62450
618.392.4631
Fax
618.392.3993